



## DIRECTOR OF PLANNING

Unrepresented Employee - Exempt

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### POSITION CHARACTERISTICS

To plan, organize, direct and review the activities and operations of the Planning Department including planning activities associated with the development of water utility capital facilities and the development and management of water resources; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the Assistant General Manager and General Manager.

The Director level recognizes classes with full responsibility for the administration of a department.

### Supervision Received And Exercised

Receives administrative direction from the Special Assistant to the General Manager.

Exercises direct supervision over assigned management, professional, and clerical personnel.

**Examples of Duties** - Duties may include, but are not limited to, the following:

Develop, plan and implement goals and objectives; recommend and administer policies and procedures; interpret management policies and procedures and ensure compliance.

Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the General Management; prepare and present staff reports and other necessary correspondence.

Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Direct and oversee activities that include evaluation of land use policies relative to facilities/systems demand forecasting and analysis of research data relative to making water resource and water quality projections.

Provide oversight and review of all technical reports and analysis prepared by the Department.

Supervise and participate in the development and administration of the Planning Department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement budget adjustments.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Represent the District to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

Perform related duties as assigned.

### Knowledge of:

Principles and practices of water utility operation, including the relationship between land use planning and demand on water facilities.

Principles and practices of environmental impact assessment and related regulatory processes.

Principles and practices of the development of water utility facilities.

Principles and practices of water resource planning and management relative to procuring and maintaining water sources.

Pertinent local, State and Federal laws, rules and regulations.

Organizational and management practices.

Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

**Ability to:**

Plan, direct and control the administration and operations of the Planning Department, including oversight of highly complex, technical research and modeling activities.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; and explain and interpret policy.

Develop and implement department policies and procedures.

Gain cooperation through discussion and persuasion.

Successfully develop, control and administer departmental budget and expenditures.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply District policies, procedures, rules and regulations.

Communicate clearly and concisely, both orally and in writing.

Prepare clear, complete, accurate, timely and concise written correspondence and reports.

Supervise, train and evaluate assigned personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field. A Master's degree in civil engineering, business, or public administration is desirable.

**Deleted:** On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means; and lift and carry weight of 10 pounds or less.¶

**Experience:** Eight years of increasingly responsible professional experience as related to water utility facilities planning, design, construction or planning in a large public agency, including three years of significant administrative and managerial experience.

**Physical Demands:**

Work is mainly performed in a normal office and meeting room environments. On occasion, the position requires the ability to travel on District business and to visit and inspect District facilities and projects that require traversing uneven or difficult terrain, in all types of weather conditions. The duties of the position require the ability to walk, observe, talk, listen, and operate a computer and telephone. Occasionally, work requires lifting or moving up to 15 pounds. Work hours are irregular and include evening meetings.

**Other Requirements:**

Possession of a Certificate of Registration as a Civil Engineer in the State of California is desirable.

Possession of, or ability to obtain, a valid California driver's license.

Adopted: July 4, 1994  
Revised: July 3, 1995  
Revised: October 27, 2003

Approved \_\_\_\_\_ Human Resources and Risk Manager