

CITY OF SAN JOSE

DIRECTOR OF PLANNING, BUILDING, AND CODE ENFORCEMENT (U)
(4154)

CLASS PURPOSE

Under administrative direction, this position in the unclassified Civil Service performs work of unusual difficulty managing and directing the Department of Planning, Building, and Code Enforcement, through long range planning, the development review process, the building permit review/issuance process, and enforcement of the City of San Jose's ordinances which pertain to housing, building construction, zoning, solid waste facilities, nuisance, and health and safety codes. Performs related work as required.

TYPICAL DUTIES AND RESULTS: (Any one position may not include all duties listed, nor do the examples cover all the duties which may be performed.)

- Directs entire Planning, Building, and Code Enforcement functions; reviews and approves all work programs, policy recommendations, and special reports to Commissions, Council, and City Manager.
- Provides leadership in recommending and implementing policies pertaining to long range planning, economic development, development application review, neighborhood revitalization, and code enforcement issues.
- Reviews with Chief Building Official, Department Deputy Directors, and senior staff personnel, problems, programs, and progress on a regular basis.
- Meets with concerned citizens, consultants, developers, contractors, Council persons, and assistants on planning, building code, and code enforcement issues.
- Oversees enforcement of land use, building construction, health, safety, and nuisance ordinances.
- Coordinates Planning Commission, Historic Landmarks Commission, Code Enforcement Appeals Commission, and Council agenda reviews with staff to identify problems and direct solutions.

- Represents department and Planning Commission at weekly City Council agenda sessions to preview Council meetings with Mayor and City Manager or their designees.

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- Attends and participates in presentations and discussions in regular study sessions of the City Council and Planning Commission; presents recommendations on long range planning, economic development, land use, development review, and code enforcement issues.
- Reviews and makes recommendations on all proposed development to Commission and Council in accordance with law, policies, and professional judgment in order to provide all the information for good decisions by those bodies.
- In accordance with the San Jose Municipal Code, is responsible for holding weekly Director's hearings wherein various land use permit applications are administratively approved or denied.
- Oversees Department's administrative functions including budget, personnel, purchasing, and automated systems strategies.
- Maintains a continuous long range (General Plan) effort in order to provide policy in the guiding and directing of land use, transportation, social, economic, and environmental programs of the City.
- Oversees implementation of changes and amendments to the General Plan and Zoning Ordinance.
- Oversees resolution of complaints received from private citizens and other governmental agencies in relation to housing, building construction, environmental codes, health and safety, zoning, solid waste facilities, land use, signs, and related codes and regulations.

Typical End Results Include:

Physical, social, and economic development to achieve community goals; the maintenance and improvement of the quality of life, environment, and economic health of the City through proper planning; streamlined ordinances and development processes which maintain reasonable development process times and facilitate economic development; joint planning programs with departments to facilitate implementation of policy recommendations and acceptance by the Planning Commission and the Council; the review and approval of all rulings and

interpretations of the Building Code; code enforcement programs with well defined goals, effective organizational structures, efficient processes, and effective methods of achieving code compliance; effective supervision and training; advance work completed in preparation of anticipated planning, building, and code enforcement issues.

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DISTINGUISHING CHARACTERISTICS

The Director of Planning, Building, and Code Enforcement reports to the City Manager.

QUALIFICATIONS

Minimum Knowledge, Skills and Abilities

- Knowledge of principles of organization and management, including personnel administration and budgetary control.
- Knowledge of the principles, practices, and purposes of economic development, urban planning, development review, and code enforcement.
- Knowledge of the principles and techniques involved in the development and maintenance of a comprehensive General Plan, specific plans, and the Zoning Ordinance.
- Knowledge of the principles of public administration and economics as applied to the problems of City planning, development review, and code enforcement.
- Knowledge of theories and practices of urban politics and relationships with City Council and administrative personnel.
- Knowledge of Federal, State, and local laws and ordinances governing and relating to land use and code enforcement.
- Ability to analyze and interpret statistical, economic, and highly technical data relating to City planning matters, and direct preparation of clear, concise reports.
- Ability to develop a sound public relations program and to persuade others to follow the principles of good planning, development review, and code enforcement practices.

Competency Knowledge, Skills, and Abilities

- Knowledge of City operating programs and capital improvement plans.
- Knowledge of urban technology and its application to City operations.
- Ability to coordinate the work and goals of others to include subordinates, peers, top management, and elected officials.
- Ability to assimilate and integrate the concerns, needs, and desires of citizens, neighborhood associations, the business community, politicians, and management.

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Training and Experience

Any combination of training and experience equivalent to satisfactory completion of two (2) years of graduate course work at an accredited college or university in city or urban planning or a closely related field and ten (10) years of professional planning work including at least five (5) years at the management and policy making level with direction over professional staff.

(New 7/7/80), (Rev. 7/92), (Rev. & Ret. 1/97)
(Formerly Director of Planning)
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