



# City of Tempe

## DEPUTY COMMUNITY DEVELOPMENT DIRECTOR - PLANNING

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	031	<i>Department:</i>	Community Development
<i>Supervision Level:</i>	Deputy Director	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Deputy City Manager
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range

**\*\*This classification is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.**

### REPORTING RELATIONSHIPS

Receives general direction from the Community Development Director and the City Manager's Office.

Exercises administrative supervision over professional, technical, and clerical staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five (5) years of experience in current/urban and long-range planning including three (3) years of supervisory responsibility in planning, zoning, or a directly related to the core functions of this position.
<i>Education:</i>	Bachelor's degree from an accredited college or university with major course work in urban/transportation planning, architecture, civil engineering, and/or a degree related to the core functions of this position. A master's degree is preferred.
<i>License / Certification:</i>	Possession of registration as a professional architect in the State of Arizona, and/or American Institute of Certified Planners (AICP) certification, or equivalent professional certification is preferred.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values, be responsible for the day-to-day operations of the Planning Division of the Community Development Department, provide direction to staff within the Planning Division as well as complex administrative support to the Community Development Director.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Administer, plan, and direct the activities of the Current Planning and Design Review, Long Range Planning, Architecture and Modeling, Code Enforcement and Special sections.
- Develop, plan, implement, and manage the Division's goals, objectives, and work plan; recommend, administer, review and update administrative practices, procedures and policies; assign work activities, projects and programs; monitor workflows; with input of divisional staff, review and evaluate work products, methods and procedures.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct and review performance evaluations; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations; counsel employees to help correct deficiencies; solicit meaningful feedback from Division employees on policies and procedures; implement discipline and termination procedures when necessary.
- Advise, consult, and provide information to the Community Development Director regarding the compliance and enforcement of public and private development through innovative planning, building, zoning and enforcement processes and policies.
- Manage the development and administration of the Division budget; forecast needed staffing, equipment, materials and supplies; monitor and approve expenditures; implement same-year adjustments.
- Coordinate Division activities with those of citizens, other departments, outside agencies, neighborhood organizations, and the development community; provide staff assistance to the Community Development Director, City Manager and City Council; prepare and present staff reports and other necessary correspondence.
- Respond to and resolve difficult and sensitive inquiries, complaints and requests for services from citizens, developers, architects, engineers, applicants, clients and property owners in an open and creative manner. Communicate and provide information to the public regarding private and public development, planning, and code enforcement matters through correspondence, interviews, and telephone calls.
- Participate on a variety of boards, commissions, and planning committees; present information and recommendations on projects, programs, and documents of a specialized nature in a variety of meetings; attend and participate in professional groups and committees.
- Direct the preparation of revisions and new provisions to update the ordinances enforced by the Division. Provide interpretations and advise staff on private development issues and divisional operations. Recommend and administer department and/or Division policies and procedures.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Collaborate with engineers, developers, architects, attorneys, property owners, consultants, a variety of agencies and the general public in acquiring information and coordinating planning, zoning and building safety matters; provide information regarding City development requirements.

- Analyze, develop and present recommendations on complex development and zoning proposals; provide technical expertise through the review of plans and development applications and in the formulation of recommendations to various boards, commissions, and the City Council
- Manage the preparation of special reports, development analysis, and plans by professional staff and/or outside consultants.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

## COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective September 2005*

*Revised June 2010 (dept. consolidation/reorg; job title, reporting relationship, duties and MQs)*

*Revised Dec 2010 (Title change)*

*Revised March 2014 (Essential Functions deletions)*