



**CITY OF HAWTHORNE
PLANNING DEPARTMENT
DIRECTOR OF PLANNING**

Classification Specification
(Non -Classified)
Range 45

JOB SUMMARY

The Director of Planning works under the direction of the City Manager. Under general direction, the Director Planning performs highly responsible administrative and professional work organizing, planning, coordinating, and directing all activities of the Planning Department, including current and advanced planning, zoning, environmental review, code enforcement, and economic development; recommends planning actions to the Planning Commission, the City Manager and the City Council; and does related work as required.

SUPERVISION RECEIVED

The Director of Planning works under the direction of the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to Director of Planning. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Manages and supervises Planning Department operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Plan, organize, and direct all activities within the Planning Department; assure all projects and developments are in compliance with the Municipal Code and the General Plan; and ensure the efficient operation and implementation of the City's policies and procedures.
- Direct and implement departmental goals, objectives, policies, and priorities.
- Provides leadership and direction in the development of short- and long-range plans and projects; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
- Acts as the Secretary to the Planning Commission, and as an administrative official to the City Council and other City officials on problems related to municipal planning.
- Direct professional staff in the review, analysis, and assessment of development proposals pursuant to processing applications for zoning permits (i.e., zone changes, conditional use permits, variances, waivers, etc.).

- Ensures that all proposed construction, meets the requirements of applicable zoning ordinances and state laws.
- Enforces all regulatory codes pertaining to zoning within the community.
- Communicates official plans, programs, policies and procedures to staff and the general public.
- Determine work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Oversee the City's Planning Divisions to ensure appropriate service levels are maintained and that the City is compliant with applicable codes and regulations.
- Coordinate and supervise projects assigned to outside consultants; establish project objectives and time tables; and evaluate and approve final recommendations.
- Provides professional planning and development advice to supervisors and other officials; makes private and public presentations to supervisors, boards, commissions, civic groups, and the general public.
- Supervises the evaluation of land use proposals for conformity to established plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans of the City and makes recommendations.
- Maintains a hostile-free work environment for all employees.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

MINIMUM QUALIFICATIONS

Education, Training and Experience

- A Bachelor's degree in planning, social science, economics, public administration, architecture, or related fields.
- Six years of responsible professional urban and municipal planning management experience.
- Three years of which have been a supervisory, senior level, or principal level managing other planning staff.
- Master's Degree in Urban Planning, Public Administration or related field is desirable.

Licenses, Certificate and Special Requirements

- A valid California class "C" driver's license, safe driving record, and proof of insurance are required at the time of appointment.
- Any relevant certification in the area of planning is strongly desired.

QUALIFICATIONS

Knowledge, Skills and Abilities

- Knowledge of organization and administration practices and principles to provide and lead the strategic vision for the department.
- Knowledge of developing, organizing, implementing, administering, and supervising a comprehensive municipal planning function with programs in current and advanced planning and code enforcement.

- Knowledge of the principles and practices of urban planning; thorough knowledge of the trends and developments in local governmental planning.
- Knowledge of the architectural, landscape, and economics, involved in effective analysis.
- Knowledge of applicable local, state and federal regulations, procedures concerning community development and housing, environmental practices, and zoning issues related to municipal planning.
- Ability to plan, organize, and supervise the work of professional, technical, and clerical personnel.
- Ability to plan, direct, and integrate broad, comprehensive planning projects.
- Ability to organize, direct, and perform the collection and analysis of social economic and statistical data basic to the interpretation of planning problems and sound community planning.
- Ability to write and speak effectively.
- Ability to maintain effective working relations with owners, builders, contractors, subordinates, colleagues, and the general public.
- Skill and ability to represent the Planning Commission, the City Manager, and the City Council on planning matters.
- Skills in the preparation and delivery of clear and concise oral presentations to committees, the City Council, the public, various task forces, commissions, and boards.
- Skills in effective team leadership, management, and supervision.
- Skills and ability to measure key performance indicators along with knowledge to report and manage such matters.

PHYSICAL DEMANDS

Work is primarily performed in an office environment requiring prolonged sitting or standing; walking, kneeling, crouching, squatting, stooping and bending; input data into a computer terminal; exposure to computer glare, vibrations and pitch; ability to lift, carry and move objects up to approximately 25 pounds; and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed. This position may be required to assist staff in performing inspections of work in the field that may require walking on uneven ground, working around machinery, fumes, dirt and gas and in varying temperatures. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS

Work is routinely performed in an office environment. Offsite assignments and irregular work hours are frequently required. Position may require working in the evening to attend City Council, Planning Commission, and a range of community meetings at various sites in the community.

FLSA Status: Exempt
Bargaining Unit: HEG
Civil Service Status: Non-Classified

Revised: April 2022
CSC Approved: N/A

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