



Job Title: Planning Director

Department: Community Development

Classification: Exempt

Position Summary: The Planning Director creates a supportive, driven, and collegial environment in which the Planning and Zoning staff can thrive in the execution of City business. The Planning Director is responsible for creating and maintaining a dynamic, cohesive team of planning professionals to guide the evolution of the built environment. This includes directing and overseeing all City planning and zoning functions including current planning, historic preservation long-range planning, zoning enforcement, and special projects consistent with the organization's values and mission statement.

Supervision Exercised and Received: Works under the direction and in support of the Community Development Director. Exercises supervision over the Principal Long-Range Planner, Zoning Administrator, Senior Planner, and Historic Preservation Officer.

Essential Job Functions:

- Provide leadership, supervision and coordination of all City planning functions including current planning, long-range planning, zoning enforcement, and special projects.
- Continuously monitor and evaluate the efficiency and effectiveness of all Planning division functions.
 - Oversee the planning case load.
 - Advise, assist, and direct caseload planners in the review of planning applications. Advise and seek input from Community Development Director and other staff as necessary.
 - Assess and monitor staff workloads, administrative and support systems, and internal reporting relationships. Identify opportunities for improvement and coordinate with the Community Development Director and relevant Community Development staff to direct the implementation of those improvements.
- Serve as primary staff to City Council land use review hearings.
- Work with City Council, Planning and Zoning Commission, Historic Preservation Commission, the public, and staff to develop and implement the community's planning and development goals.
- Develop the Planning and Zoning division annual work programs and implement as directed by City Council and the Community Development Director.
- Provide informative, supportive, and responsive communication with elected officials, board and commission members, City departments, the public, the development community, and project-specific stakeholders.



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- Oversee the recruitment, employment, evaluation and release of staff and contract personnel in the Planning and Zoning Division. Support the supervisory functions of the Zoning Administrator, Principal Long-Range Planner, and Historic Preservation Officer.
- Support the Principal Long-Range Planning and the Community Development Director in the management of the Aspen Area Community Plan and developing and implementing Land Use Code amendments.
- Process or support to planning staff with large, complex, or politically sensitive development applications as necessary.
- Collaborate with the City Attorney and City Manager and other agencies regarding planning topics, development applications and other legally or politically sensitive matters as needed. Assists or testifies as an expert witness in litigation.
- Supervise and support the development and retention of a dynamic, engaged, professional staff in a. Manage assigned staff including but not limited to hiring, orientation, establishing performance goals, evaluation of performance, delegation of tasks and authority, problem solving, coaching, mentoring, counseling, corrective action, and fun as needed.
- Select, train, motivate and evaluate the Planning personnel; provide or coordinate staff and planning commission training; assist Planning and Zoning division staff in professional development planning and achievement; implement discipline procedures as needed.
- Communicate in a positive, objective, and informative manner with direct reports and Community Development staff.
- Determine and optimize work processes for staff, maintaining harmonious relations among staff and promoting innovation, efficiency, and personal growth.
- Provide clear, timely, actionable information to the Community Development Director regarding staffing, personnel matters, organizational culture, staff wellness, and improvements to all aspects of the Planning division.
- Support the Community Development Director in organizational development, staff training, and professional development projects.
- Confer with applicants and the public to explain, interpret, and discuss regulations, plans, policies, and procedures as they relate to proposed development.
- Represent the department to public officials, public and private organizations, the local community, and the media as needed. Ensure that Planning division staff accurately and professionally provide information to the public and media.
- Solicit and respond to complaints and suggestions received by citizens, Community Development Director, and City staff providing feedback as appropriate.
- Analyze, develop, plan, and implement departmental efficiency measures to ensure timely, consistent, and accurate service to customers.
- Coordinate public outreach and departmental communications with the Communications Department. Support the Principal Long-Range Planner, Community Development staff, and City Departments in organizing and executing public information and outreach processes.
- Supports the Principal Long-Range Planner and Community Development Director in managing the Long-Range Planning program and special projects related to the development of public



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policy, development regulations, departmental procedures, inter-agency and inter-jurisdictional coordination, and other project as assigned by the Community Development Director.

- Provides technical expertise and assistance in research, analysis, and support to applicable committees and City special project teams as needed.
- Assist the Community Development Director and management team in the management of the Department and perform Directorial duties in the Community Development Director's absence.
- Define and refine Planning division systems, policies, and procedures to ensure timely and professional development review, and other organizational systems and services.
- Assist and make recommendations to the Community Development Director to determine current planning priorities and establish work programs.
- Assist the Community Development leadership team in the development and implementation of annual Goal and Outcome Measures.
- Assist in development of annual Community Development Department budget. Coordinate with staff in the development of budgets and compliance with City procurement processes.
- Knowledgeable of the department's records, reports, documents, and related information and ability to maintain proper data and information.

Core Competencies Displays the following key competencies in the overall job performance to include knowledge, skills and abilities:

- Ability to use independent judgment in routine and non-routine circumstances, and in critical situations. Ability to work independently, establish priorities, and meet deadlines.
- Ability and judgement to make timely, honest, and strategic recommendations to senior management in response to a variety of situations.
- Must be able to speak before an audience with poise, voice control and confidence. Ability to assemble and analyze information and make written reports and documents, as well as oral presentations in a clear, concise and effective manner.
- Exhibits a combination of strong technical, analytical, organizational, communication and interpersonal relations skills. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Ability to adapt to organizational and technological change, identify problems and implement innovative change.
- Ability to work safely and execute judgment with respect to risk management and safety.
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership, and personnel management.
- Ability to communicate clearly when in a team setting, as well as actively listening to the ideas of others, in order to support staff and achieve established outcomes.
- Ability to motivate, develop, and direct staff as they work, and allocate personnel resources with efficiency, efficacy, team building, and professional development in mind.
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.



- Other duties as assigned.

Minimum Requirements:

Education: Bachelor's Degree in land use planning, architecture, urban design, public administration, historic preservation, or a related field.

Experience: Eight years of professional planning experience, and a minimum of three years of progressive supervisory and management experience.

Computer Skills: Must be proficient with Microsoft Office Suite, ESRI GIS, various web-based applications. Graphic design experience is desirable but not required.

Licenses & Certifications: Must possess a valid Colorado Driver's License or be able to obtain one within 30 days of start date. American Institute for Certified Planners (AICP) Certification or ability to obtain certification within one year of employment.

Preferred Candidate: Master's Degree in land use planning or related field, AICP certification, and five or more years of senior-level management experience in a destination tourism-based community preferred.

NOTE: This position requires a Criminal Background Check upon hire. Employment is contingent upon successful completion of a Criminal Background Check.

NOTE: Any combination of experience and education that would likely provide the required abilities, knowledge and skills as determined by the City of Aspen may be substituted for the requirements above.

Position Type and Work Hours:

- Regular full time, hours may vary with workload.
- Evenings/Weekends may be required depending on department needs and special projects.

Work Environment:

- Indoors: Office environment.
- Outdoors/Off-Site: Meetings, trainings, and site visits at a variety of city facilities and areas.

Currently, due to the COVID-19 pandemic, City professional staff may be required to work partially remote.

Physical Demands:

- Consistent reaching, standing, sitting, typing, talking, crouching, kneeling, seeing, driving, and hearing. Occasional lifting and carrying.
- Must be able to remain in a stationary 50% of the time.



- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Repeating motions that may include the wrists, hands, and/or fingers.
- Occasionally works in outdoor weather conditions.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is designed to indicate the general nature and level of work. It is not designed to contain or be interpreted as a comprehensive list of all duties, responsibilities, and qualifications required of employees assigned to this job. Duties and responsibilities may change at any time with or without notice.