

DEPARTMENT: Board By: Supervisor Doug Balmain PHONE: 966-3222  
Supervisor Garry Parker

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes ( ) No(X))

Adopt this Resolution:

1. Approving the revised class specification for the Planning Director. A copy showing additions with bold and italicized text and deletions with strikethroughs is attached together with a clean copy.
2. Approving the annual salary at \$60,000.
3. Authorizing the commencement of a recruitment for a Planning Director.

The previous Planning Director resigned effective March 31, 1999 and the position has remained vacant since that time. With the recent Planning Department reorganization, it is necessary to revise the class specification appropriately.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- Do not approve this class specification and recommended salary; direct the subcommittee and staff to continue its review to bring back additional recommendations for consideration by the Board.
- Revise the draft class specification and salary as the Board desires and approve this request.

**COSTS:** ( ) Not Applicable

A. Budgeted current FY \$ \_\_\_\_\_

B. Total anticipated costs \$ \_\_\_\_\_

C. Required additional funding \$ \_\_\_\_\_

D. Internal transfers \$ \_\_\_\_\_

**SOURCE:** ( ) 4/5ths Vote Required

A. Unanticipated revenues \$ \_\_\_\_\_

B. Reserve for contingencies \$ \_\_\_\_\_

C. Source description: \_\_\_\_\_

Balance in Reserve for Contingencies, if approved: \$ \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**  
List the attachments and number the pages consecutively:

1. Class Specification.

\_\_\_\_\_

\_\_\_\_\_

**CLERK'S USE ONLY:**

Res. No.: 99-250 Ord. No. \_\_\_\_\_

Vote - Ayes: 5 Noes: \_\_\_\_\_

Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

Approved \_\_\_\_\_ ( ) Denied \_\_\_\_\_

Minute Order Attached \_\_\_\_\_ ( ) No Action Necessary \_\_\_\_\_

The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_

ATTEST: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California

By: \_\_\_\_\_  
Deputy

**ADMINISTRATIVE OFFICER'S RECOMMENDATION:**  
This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further Action

Comment: \_\_\_\_\_

A.O. Initials: [Signature]

CAO



# COUNTY of MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222



<b>BOB PICKARD, CHAIRMAN</b>	<b>DISTRICT V</b>
<b>GARRY R. PARKER, VICE-CHAIRMAN</b>	<b>DISTRICT IV</b>
<b>PATTI A. REILLY</b>	<b>DISTRICT I</b>
<b>DOUG BALMAIN</b>	<b>DISTRICT II</b>
<b>ROBERT C. STEWART</b>	<b>DISTRICT III</b>

## MARIPOSA COUNTY BOARD OF SUPERVISORS

### MINUTE ORDER

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**TO:** DOUG BALMAIN, District II Supervisor and  
GARRY R. PARKER, District IV Supervisor

**FROM:** MARGIE WILLIAMS, Clerk of the Board *MW*

**SUBJECT:** Planning Director Position; Res. 99-250

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THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on August 10, 1999

**ACTION AND VOTE:**

**11:04 a.m.** Resolution Revising the Class Specification for the Planning Director; Set Salary at \$60,000 Annually; and Authorize a Recruitment for the Planning Director (Supervisors Balmain and Parker)

**BOARD ACTION:** Discussion was held and Jeff Green, County Counsel, requested that direction be given relative to the screening process. Board concurred with further reviewing the screening process at the first meeting after the deadline to submit applications. (M)Reilly, (S)Stewart, Res. 99-250 adopted approving the revised class specification and authorizing recruitment for the Planning Director/Ayes: Unanimous.

cc: Ken Hawkins, Auditor  
Sarah Williams, Interim Planning Director  
Jeffrey G. Green, Personnel  
File

MARIPOSA COUNTY

JOB TITLE: Planning Director

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To manage programs and activities related to current and long range land use planning and application processing. This includes serving as the Executive Officer of the Local Agency Formation Commission (LAFCO) and the personnel and financial administrator for these functions. This position represents the Board of Supervisors and its adopted policies in public forums. This position receives executive direction within a framework of overall objectives. This is an executive level position responsible for accomplishment of administratively established goals and objectives through the application of initiative and professional experience.

SUPERVISOR: This position is appointed by and serves at the pleasure of the Board of Supervisors.

TYPICAL DUTIES

- Plans, organizes, and directs the County's various programs and activities related to land use planning and application processing.
- Prepares and reviews plans, reports, and ordinance amendments related to land use and environmental concerns.
- Attends official hearings and meetings regarding land development projects and programs.
- Oversees preparation of and administers the budget of the Planning Department.
- Serves as staff to the Planning Commission and various planning committees, including preparing staff reports and meeting agendas.
- Manages the Planning Department.
- Reviews National Park Service, U.S. Forest Service and Bureau of Land Management planning documents and assists the Board of Supervisors to develop comments and responses.

MARIPOSA: Planning Director

**TYPICAL DUTIES** (cont'd):

- Coordinates plans and policies with other County, State and Federal agencies.
- Implements policies established by the Board of Supervisors.
- Performs higher levels of planning tasks as necessary to keep department workload current.
- Coordinates management and operation of the Development Services counter with the Directors of the Building and Health Departments.
- Performs other related duties similar to the above in scope and function as required.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- management principles and techniques.
- principles, methods, and techniques of land use planning.
- California Environmental Quality Act (CEQA)/environmental review methods and techniques.
- Federal and California State planning law, including the California Environmental Quality Act, California Surface Mining and Reclamation Act, Local Government Reorganization Act of 1985 (Cortese-Knox), the Clean Air Act, the Federal Endangered Species Act, and the National Environmental Protection Act (NEPA).
- current trends in Federal, State and local land use planning.
- research methodology and standard statistical methods and procedures as applied to use of socioeconomic and environmental data.

MARIPOSA: Planning Director

Ability to:

- provide overall leadership and direction for a County Planning Department.
- hire, train, supervise, discipline and evaluate staff.
- determine appropriate research methodology for project studies and insure analysis is complete and accurate.
- effectively assemble, organize, and present in written and/or oral form reports containing alternative solutions and recommendations related to projects within the scope of the department's responsibility.
- advise citizen groups and various boards and commissions concerning specific programs and projects.
- analyze situations and develop appropriate course of action.
- communicate effectively in both oral and written forms.
- establish and maintain positive work relationships with those contacted in the performance of required duties.
- promote quality customer service to the general public
- develop and maintain an effective working relationship with the elected Board of Supervisors, the County Administrative Officer and County Counsel.

MINIMUM QUALIFICATIONS:

Graduation from an accredited four-year college or university, with substantial course work in planning, geography, architecture, landscape architecture, environmental studies, or closely related courses and four years of full time professional land use related experience of which two years shall have been as a manager.