



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 832.6

Job Title: **DEPUTY DIRECTOR-PLANNING (EXE LEV)**

Pay Grade: 35

GENERAL SUMMARY:

Directs the administration of all or specific activities of the City Planning Department as assigned by the Director. Acts in the place of the Director in his/her absence.

RESPONSIBILITIES:

- Provides administrative direction to the department managers concerning policy, services, programs and activities.
- Develops or approves department policies, procedures and directives.
- Meets with employee, governmental, business, professional, civic and other groups to discuss, interpret, and explain departmental policies, programs and objectives.
- May advise and assist the Mayor and City Council in developing programs and practices.
- Evaluates and approves changes in department programs and policies.
- Reviews and approves recommendations prior to submittal to the City Planning Commission.
- Prepares and issues press releases and other material for public information.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in City Planning, Architecture, Civil Engineering, Public Administration, Urban Studies or a closely related field.

EXPERIENCE:

More than ten years of experience in City Planning, Architecture, Civil Engineering or a closely related field are required.

COMPLEXITY:

Work is very nonstandardized and widely varied, involving many complex and significant variables. Analytic ability and inductive thinking are required in extensively adapting policies, procedures and methods to fit unusual or complex situations.

IMPACT OF ACTIONS:

Errors in work could lead to major costs and problems, and could significantly affect short-term results of the City. Work is typically performed under general direction with policy direction provided. The incumbent participates in setting his/her own work objectives.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a Deputy Director or the equivalent. This position is typically over the Assistant Directors and reports directly to the Department Head/Director. This level of supervision has a very significant level of input regarding personnel actions, such as hiring, terminations and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as a Deputy Director or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Department Heads/Directors. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues; diplomacy is required; e.g., problem-solving discussions regarding responsibilities, finance, or work flow or to facilitate service.

External Contacts:

Level of external contact is primarily with prominent persons such as community leaders, business and industry leaders as well as officials of government and financial agencies and media representatives. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues which requires diplomacy; e.g., important contacts involving difficult matters of agreements, negotiations and controversies.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Deputy Director - Planning (Executive Level)

Effective: October 1990

Revised: April 1992