

# PLANNING DIRECTOR

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Position Code: 3440

WC Code: 9410

FLSA Status: Exempt

Pay Grade: 361 (\$64,585 - \$101,008)

Location: Planning

Approval Date: 2010

## **General Statement of Duties**

Perform managerial, supervisory and professional planning work in directing the activities of the Planning Department for the Town.

## **Distinguishing Features of the Class**

An employee in this class is responsible for planning, organizing and directing the work of a staff responsible for the planning and zoning services to provide coordinated guidance and regulation of the growth and development of the Town. Work involves short and long range planning for annexation policies and urban growth plan; conducting studies; developing community development activities; performing professional planning duties; providing administrative guidance to the department; and supervising the staff in planning and enforcing codes. Work involves extensive public contact and coordination with other department, boards and commissions. The role also includes developing a favorable relationship between the Town and the business and commercial community. Work is performed under the general supervision of the Assistant Town Manager and is evaluated through conferences, review of work results obtained and management of and administrative adherence to the Town's plans, programs and ordinances.

## **Duties and Responsibilities**

Plans and organizes project activities; develops and recommends budget for staffing.

Directs and carries out zoning and sub-division ordinances, and land development plan(s).

Develops community development activities such as writing grants, administering grants, supervising contract staff for COBG, HOME and related grant opportunities from public and private sector.

Conducts and supervises planning studies in the community to gather data for evaluating current and future planning projects.

Prepares and reviews comprehensive planning elements relating to a broad spectrum of social, economic, physical and community facility concerns including land use, zoning and environmental impact.

Confers with engineers, developers, architects, other agencies and the public in obtaining information and coordinating planning and zoning matters, and providing information regarding planning and zoning; meets regularly with cross functional Town department head team involving public works, fire and public utilities to review all development proposals scheduled for Board meetings.

Participates in meetings and public hearings to explain recommendations on planning proposals, answers citizens questions concerning planning and related problems.

Coordinates planning activities with affected federal, state, municipal, regional and private agencies.

Coordinates presentations and presents information to the Planning Board, Board of Commissioners and occasionally to the Board of Adjustments.

Supervises staff in planning and inspections activities; hires, coaches, trains and takes disciplinary action according to policy; recommends salary actions and dismissal to the Manager.

Provides research and input into the development of ordinances, policies and procedures for the Town and the department.

Performs related duties as requested.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Considerable knowledge of the principles and practices of planning and zoning as it applies to the comprehensive planning process.

Considerable knowledge of the principles and practices of municipal planning processes as they pertain to the design and development of urban activities, planning research, zoning and subdivision activities and of the socioeconomic implications of the planning process.

Considerable knowledge of governmental laws, programs and services pertinent to the community and economic development and planning processes.

Working knowledge of management techniques as applied to municipal government.

Considerable skill in the collection, analysis and presentation of technical data and planning recommendations.

Ability to organize, supervise and direct a group of subordinates and perform administrative functions such as budgeting and staffing.

Ability to establish and maintain effective working relationships with community groups, federal, state, regional and City Officials and the general public.

Ability to direct the preparation of comprehensive reports and studies and to prepare charts and maps and to interpret statistical data.

Ability to express ideas effectively in oral and written forms and to make presentations.

### **Physical Requirements**

Must be able to physically perform the basic life operational functions of walking, talking and hearing.

Must be able to perform sedentary work exerting up to 10 pounds of force frequently or constantly to lift, carry push or pull or otherwise move objects. Sedentary work involves sitting most of the time.

Must possess the visual acuity to examine and work with maps, charts and detailed materials, operate a computer, ability to go and inspect sites regarding planning issues, use measuring devices, do figure computations and do extensive reading.

### **Minimum Education and Experience**

Master's Degree from an accredited college or university in planning or related field and five to seven years of professional experience in public sector planning with two years of supervisory and administrative experience; or Bachelor's Degree from an accredited college or university in planning or related field and seven to ten years of professional experience in public sector planning with two years of supervisory and administrative experience; or an equivalent combination of education and experience.

### **Special Requirement**

AICP Professional certification