

Planning and Zoning Director

Planning and Zoning Department

Supervisor: Planning And Zoning Committee
PayGrade: EXMT-10

Revised: 4/7/2006
FLSA Status: Exempt

General Statement of Duties:

This is a professional management position serving as the administrative head of the County's Planning, Code Administration, Real Property Description, Recycling, and Land Information operations. Under the direction of the County's Planning and Zoning Committee, this Department Head is responsible for planning, organizing, developing, and directing the operation of the department.

Distinguishing Features of the Class:

The employee supervises the work of professional, technical and support staff in the development and implementation of the County's Comprehensive Plan; administration and enforcement of the County's land use regulations; development and administration of the County's real property description and recycling programs; and development and implementation of the County's Land Information Plan and related land information projects.

Examples of Work (Illustrative Only):

Defines and implements the yearly goals and objectives for departmental programs;

Plans, organizes, coordinates, and directs the work of the department's personnel;

Supervises and evaluates the work of staff including the hiring, training, disciplining and firing of employees;

Prepares and administers annual budgets for programmatic areas and makes necessary reports for county, state and federal compliance;

Directs the provision of technical assistance to town and municipalities in the County and makes presentations to organizations, committees, and boards regarding departmental issues;

Arranges for public hearings and makes appropriate presentations and recommendations;

Manages the development and maintenance of the County Comprehensive Plan including research, analysis, and design of implementation programs to guide County growth and development;

Manages the development and maintenance of the County Land Information Plan and coordinates related land information projects between the County and various local, state and federal government units and the private sector;

Manages the development and maintenance of a Geographic Information System whereby County departments access an integrated database of land information;

Supervises the administration and enforcement of all County land use regulations and the preparation of related materials for the Board of Adjustment;

Oversees the maintenance of accurate lists, maps, and descriptions of real and personal property ownership within the County and production of Assessment Rolls, Tax Rolls, and Tax Bills;

Manages the development and administration of grant applications for County agencies and local units of government;

Develops new and revised language for County ordinances in conjunction with other County departments, Corporation Counsel, related state agencies and consultants;

Oversees the analysis of land use ordinances and amendments and the creation of related staff reports;

Reviews investigative complaints and ordinance violations and consults with the Corporation Counsel's Office to determine further actions;

Manages the development and maintenance of the County mapping/road naming/property address system;

Coordinates all program activities with other County departments, regional planning, local governments, related state and federal agencies, and the general public;

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Gives advisory information to diverse professional clients, the news media and the general public;

Attends Department Head functions, professional seminars, and state conferences.

Performs other duties as assigned.

Required Skills, Knowledge, and Abilities:

Thorough knowledge of the principles and practice of planning, code administration, land information and recycling; thorough knowledge of local, county, state and federal policies and regulations governing planning, code administration, land information and recycling; considerable knowledge of surveying, mapping, property description and GIS technology; ability to establish effective working relationships with employees, public officials, and the general public; considerable knowledge of computer operations and skill in work-related software programs; excellent written and oral communications skills including the ability to prepare advanced, technical reports and make presentations before professional groups and committees; comprehensive knowledge in the programmatic areas noted in the job description and proven ability to manage advanced programs and supervises the work of professional and support employees.

WPM N/A	Lifting Required? Yes - Up to 25 lbs.
10-Key N/A	

Qualification Requirements:

Master's Degree in: Planning, Geography, Natural Resources, Public Administration or a related field and at least five years of progressively responsible management experience in the field of planning, zoning, community development, economic development, or public administration. AICP certification preferred.

Any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.

Special Requirements & Certifications:

AICP Certification desirable

Must maintain valid driver's license with the minimum state requirement for insurance as well as have a vehicle available for transportation.

ADA Requirements:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.