

## **PLANNING DIRECTOR**

### **General Statement of Duties**

Performs managerial, professional, and administrative duties in directing the activities of the Town's Planning department.

### **Distinguishing Features of the Class**

An employee in this class manages and directs the work of one or more employees engaged in planning, development, zoning, and other regulatory compliance, along with related programs for the Town. Work involves providing guidance for the orderly long-range growth and current development of the Town, issuance of permits, and enforcement of zoning and related codes. Work also includes representing the town in intergovernmental activities such as working on infrastructure, transportation, and land use issues with other governmental officials. Work involves extensive public contact explaining potential and allowable land uses, and requires coordination with other Town departments, boards, commissions, and the public. Extensive judgment and initiative are required in conducting research projects, compiling reports, making presentations, and making recommendations for various programs and functions of the Town. Knowledge and skill in process design and facilitation to obtain citizen and developer input and to develop consensus among conflicted parties is required. Considerable tact and courtesy must be exercised in public contact functions. Work is performed under general administrative direction of the Town Administrator.

### **Duties and Responsibilities**

#### Essential Duties and Tasks

Develops, coordinates, and directs staff in the functions of planning, development, zoning code enforcement, other regulatory compliance, and issuance of permits for development.

Prepares and reviews comprehensive planning elements relating to a broad spectrum of social, economic, physical, infrastructure, transportation, recreation, and community facility matters.

Supervises the review of plans of developers and property owners to ensure compliance with approved codes.

Coordinates work of Planning department with other Town departments, the community, regional, state, and federal officials; represents the Town to and with a wide variety of local, state, and federal officials.

Serves as staff liaison to the Planning and Zoning Board of Adjustment (Board); prepares recommendations and assures appropriate follow-up from meetings.

Heads the technical review process of development proposals and compiles comments for Board review.

Researches, drafts, and makes recommendations in policies, programs, activities, processes, and procedures.

Recommends departmental budget needs and monitors budget throughout the year.

Consults with and coordinates activities with property owners, developers, residents, builders, engineers, architects, and planners in addressing residential and commercial development issues.

Designs and manages a variety of processes to obtain input from the community and develop consensus among conflicted parties.

Provides guidance to Town Administrator, members of the Board of Commissioners, members of the Planning and Zoning Board of Adjustment, and Town staff in design, interpretation, and direction for planning studies and documents.

Maintains official maps, records and files related to areas of responsibility.

#### Additional Job Duties

Performs related duties as required.

## **Recruitment and Selection Guidelines**

### Knowledge, Skills, and Abilities

Thorough knowledge of laws, regulations, policies, and procedures related to land use planning, zoning, subdivision ordinances, and community development in local government.

Thorough knowledge of the principles, theories, and practices related to modern land use planning and growth management.

Thorough knowledge of the environmental and socio-economics implications of the planning process.

Considerable knowledge of management techniques and practices including supervisory principles.

Considerable knowledge and skill in the design and facilitation of public input processes to build consensus among conflicted parties.

Considerable knowledge of the principles and practices of community and economic development and public sector planning.

Working knowledge of MS Word, Excel and GIS software.

Working knowledge of public sector budgeting, purchasing, and contracting.

Considerable skill in the collection, analysis, and presentation of data, recommendations, policies, and systems.

Considerable writing and presentation skills.

Skill in building consensus, in collaborative problem-solving, and in conflict management.

Ability to apply strong analytical skills to problem solving.

Ability to plan, organize, engage, and evaluate the work of employees effectively.

Ability to establish and maintain effective working relationships with community groups; federal, state, regional, and Town officials; and the public.

Ability to assimilate large amounts of data and records to reach decisions and recommendations.

Ability to prepare comprehensive reports and studies.

Ability to express ideas effectively in oral and written forms.

Ability to work effectively on multiple projects simultaneously in a dynamic and rapidly developing community.

### Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, kneeling, fingering, grasping, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures; examine and work with maps, charts, and detailed materials, perform visual inspections, operate a computer, and do extensive reading.

### Desirable Education and Experience

Minimum requirements:

- Bachelor's in urban studies, planning, public administration, engineering, or related field.
- Three (3) years' experience in municipal planning.
- Or equivalent combination of education and experience which provides the knowledge, skills, and abilities to perform the primary job duties.

Preference given:

- Master's degree in planning, public administration, or related field.
- Experience producing long-range comprehensive or master plans.
- AICP – American Institute of Certified Planners.
- CFM – North Carolina Floodplain Manager Certification.
- CZO – North Carolina Zoning Officer Certification.