

PLANNING AND ZONING DIRECTOR

General Statement of Duties

Performs managerial, professional, and administrative duties regarding the planning and development for the Town.

Distinguishing Features of the Class

An employee in this class is responsible for the development, planning, zoning, GIS, and other related development programs for the Town. Work involves providing guidance for the orderly long range growth, redevelopment and current development of the Town. Work involves conducting or overseeing studies, supervision and participation in enforcement of zoning and related codes, planning, design projects, and grants management and administration. Work also includes representing the town in intergovernmental activities such as working with infrastructure, transportation, coastal issues, and land use issues with other governmental officials. Duties require one to have the responsibility for the overall design of the long range planning program for the appropriate land use within the Town. Work involves extensive public contact and coordination with other departments, boards, commissions, and the public. Extensive judgment and initiative are required in conducting research projects, compiling reports and 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 develop consensus among conflicted parties is required. Considerable tact and courtesy must be exercised in the public contact functions. Work is performed under general administrative direction and is evaluated through conferences, review of work, and overall acceptance of the programs by the Town's citizens.

Duties and Responsibilities

Essential Duties and Tasks

Develops, coordinates, and performs or supervises planning, development, zoning code enforcement, and GIS data base management and application.

Prepares and reviews comprehensive planning elements relating to a broad spectrum of social, economic, physical, infrastructure, transportation, recreation, and community facility concerns; coordinates the technical review of plans of developers and property owners with other departments to ensure compliance with approved codes and quality development regarding utilities, fire protection, streets, sidewalks, traffic, etc.

Coordinates work 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.

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

Consults with and coordinates activities with architects, engineers, attorneys, management experts on matters such as utility extension, annexation, redistricting, personnel problems, and geographic information system.

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

Hires, trains, assigns, provides leadership and direction, performance coaching and evaluation, communications and motivation to department staff.

Participates as part of the senior management team of the Town in long range planning for facilities and services such as wastewater services, and intergovernmental relations.

Provides guidance to Manager, Board, Planning Board, and staff in design, interpretation, and direction for planning studies and documents.

Performs grant identification, development and administration.

Researches reviews and promotes economic development opportunities for the Town.

Plans and organizes programs such as storm water management programs.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

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

Thorough knowledge of the laws, 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 and statues, laws, rules, and regulations affecting these functions.

Considerable knowledge of municipal budget and purchasing.

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

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

Considerable knowledge of the application of information technology including GIS applications to the work of the department.

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

Working knowledge of public management and organization theories, principles, practices, and techniques.

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

Ability to plan, organize, motivate, communicate, 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 general public.

Ability to prepare comprehensive reports and studies.

Ability to express ideas effectively in oral and written forms.

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 light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, 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, operate a computer, and do extensive reading.

Desirable Education and Experience

Graduation from a college or university with a master's degree in planning, public administration or related field and considerable professional and management experience in urban planning; or an equivalent combination of education and experience.