

POSITION DESCRIPTION

Title: Planning and Zoning Director

Department: Planning and Zoning

Job Analysis: 2005, 2006, Revised 11/2010, February 2015, **August 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: County Administrator

Subordinate staff: Planning and Zoning staff

Internal contacts: County Employees, County Engineer, County Commission, Other Elected Officials

External contacts: General Public, Developers, Builders, Utility Companies, County and State agencies

Status: Classified/Exempt (~~S324~~ **S322**)

Job Summary

The Planning and Zoning Director develops and monitors the work program and budget for the Planning and Zoning Department. This position directs all operations and projects for the department, serves as representative/liaison on behalf of the County for multiple intergovernmental/public activities related to planning issues, and coordinates with the County Commission, County Administrator and the Department Heads.

Job Domains

1. Develop and monitor department work program.
2. Prepare annual operating budget and monitor expenditures.
3. Supervise, direct and evaluate department staff. Interview and select new staff.
4. Train/develop employees as needed in department operations and professional skills.
5. Represent the County to various groups/organizations as needed.
6. Serves as Zoning Administrator.
7. Serves as executive secretary to the Planning Commission and Boards of Adjustment.
8. Oversee all departmental activities including land development programs, environmental programs, community development programs and economic development activities.

9. Perform special projects as directed.

Knowledge, Skills, and Abilities

1. Knowledge of management principles.
2. Ability to communicate effectively and to develop productive relationships with elected and appointed officials as well as staff at all levels, media and the general public.
3. Thorough knowledge of the principals and practices of planning and of the legal basis of planning and land development regulation.
4. Knowledge of computers and software related to job (word processing, spreadsheets, GIS).
5. Ability to prepare plans, studies, reports and correspondence.

Other Characteristics

1. Willing to work non-standard hours as necessary.

Minimum Qualifications

1. Graduate of an accredited college or university with a bachelor's degree in planning or related field. Master's degree preferred.
2. AICP certification desired.
3. A minimum of six (6) years of progressively responsible experience in the field of planning and zoning. Additional experience may be substituted for educational requirements.
4. Possess a valid driver's license and be insurable by the County's insurance standards.