

POSITION DESCRIPTION

Title: Planning and Zoning Director

Department: Planning and Zoning

Job Analysis: 2005, 2006, Revised 11/2010, February 2015, August 2022, **June 2026**

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 Engineer**

Subordinate staff: Planning and Zoning staff

Internal contacts: County Employees, **County Administrator**, County Commission, Other Elected Officials

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

Status: Classified/Exempt (~~S322~~) (**S326**)

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 Engineer and the Department Heads.~~

Performs complex professional and administrative work developing, implementing, and overseeing the Planning and Zoning Department which includes current planning, permitting, natural resources, and code enforcement divisions. Provides leadership and coordination of all operations and projects for the department across multiple functional areas to ensure efficient service delivery, compliance with applicable codes and regulations, and alignment with organizational goals and community development objectives.

~~Job Domains~~ **Essential Job Functions**

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

1. Administers and enforces the County's adopted Zoning Ordinance and Subdivision Regulations.
2. Coordinates zoning, land use, and development review processes by managing workflows related to plan review, inspections, and permitting; ensures timely and consistent application of adopted policies and procedures.
3. Develops and maintains complex planning and regulatory documents such as comprehensive plans, masterplans, land use maps, sector plans, development (subdivision) regulations, long range transportation plans, or other planning documents as deemed necessary.
4. Directs personnel functions of the department (i.e., selection, assignment, evaluation, scheduling, interviewing, hiring, and discipline).
5. Directs the planning staff and determines priorities of work and makes work assignments to carry out such priorities in processing current and long-range planning applications and documents.
6. Supervises inspection and permitting staff in daily operations including review of development plans and plats, permit applications, permit processing, and construction inspections; ensures staff activities are conducted in compliance with applicable codes, ordinances, and the statutory authority of the County.
7. Oversees the seamless coordination of all divisions, ensuring development activities progress smoothly from planning through to completion and advises the County Engineer, County Administrator, and County Commission on planning and zoning matters.
8. Consults with officials of the municipalities, State, and Federal government in order to coordinate all phases of planning and development.
9. Develops and administers department operating budget, costs and expenditures.
10. Assist with planning and development of County recreational and facility projects.
11. Manage natural resource and environmental planning activities under the direction of the County Engineer.
12. Attends meetings and provides presentations to committees, boards, agencies, business professionals and the public to ensure a coordinated effort on county development issues and programs.
13. Provides technical advice, information, and recommendations regarding planning and zoning matters to the public, developers, contractors, and elected officials.
14. Prepares speeches, articles, reports, and other presentations dealing with planning, zoning, and development within Baldwin County.
15. Must demonstrate commitment to the County's mission, vision, values and goals and represent the County in a professional, dignified manner at all times both in actions and appearance.
16. Interacts with the public in an effective and courteous manner.

17. Performs related duties as required.
18. Develop and monitor department work program.
19. Prepare annual operating budget and monitor expenditures.
20. Supervise, direct and evaluate department staff. Interview and select new staff.
21. Train/develop employees as needed in department operations and professional skills.
22. Represent the County to various groups/organizations as needed.
23. Serves as Zoning Administrator.
24. Serves as executive secretary to the Planning Commission and Boards of Adjustment.
25. Oversee all departmental activities including land development programs, environmental programs, community development programs and economic development activities.
26. Perform special projects as directed.

Knowledge, Skills, and Abilities

1. Extensive knowledge of principles and accepted practices of public planning; methods of collecting and analyzing planning data; preparation of planning reports and statistical studies; budget preparation.
2. Required to operate a personal computer and word processing program. Requires creative and business proofreading, editing, writing and research; verbal communication; public speaking.
3. Required to interpret current legislation, rules and regulations relating to planning and related programs; establish and maintain effective working relationships with community officials, appointed officials, state and federal officials and fellow employees.
4. Knowledge of management principles.
5. 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.
6. Thorough knowledge of the principals and practices of planning and of the legal basis of planning and land development regulation.
7. Knowledge of computers and software related to job (word processing, spreadsheets, GIS).
8. Ability to prepare plans, studies, reports and correspondence.

Other Characteristics

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

Minimum and Preferred Qualifications

1. Bachelor's Degree from an accredited four-year college or university in Urban or Regional Planning, Construction Management, Public Administration or a closely related field; supplemented by ten (10) years of progressively responsible experience in professional planning, building inspection/construction and/or engineering; five (5) years of which shall be in a supervisory/management capacity or project management capacity; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.
2. Graduate of an accredited college or university with a bachelor's degree in planning or related field. Master's degree preferred.
3. American Institute of Certified Planners (AICP) certification desired.
4. 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.

5. Possess a valid driver's license and be insurable by the County's insurance standards.