



POSITION DESCRIPTION

Title: Deputy Planning and Zoning Director

Department: Planning and Zoning

Job Analysis: September 2021

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: Planning and Zoning Director

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 (S319)

Job Summary

The Deputy Planning and Zoning Director manages the work program and budget for the Planning and Zoning Department, which often include direct involvement in review and presenting cases. This position supporting directing all operations and projects for the department, serves as representative/liaison in place of the Planning and Zoning Director when necessary.

Job Domains

1. Oversight of all operational activities related application intake and processing with special emphasis on items coming before the Planning and Zoning Commission.
2. Assist with developing and monitoring department work program.
3. Assist with supervision, direction, and evaluation of department staff. Interview and select new staff as necessary.
4. Train/develop employees as needed in department operations and professional skills.
5. Represent the County to various groups/organizations as needed.
6. Assist with oversight of all departmental activities including land development programs, environmental programs, community development programs and economic development activities.

7. Perform special projects as directed.

Knowledge, Skills and Abilities

Due to rapidly changing laws, regulations, technology, etc., Planning and Zoning focuses as much on an individual's ability to learn and apply new knowledge, skills, and abilities as on an individual's existing 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. All Planning and Zoning Team Members are expected to be very flexible team players. Any Planning and Zoning team member may be required to step in and perform any other work tasks that might normally be handled by other Planning and Zoning team members.
2. 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 four (4) years of progressively responsible experience in the field of planning and zoning.
4. Possess a valid driver's license and be insurable by the County's insurance standards.