



Planning and Development Director (1075)

FLSA Status: Exempt

Pay Grade: 29

Safety-Sensitive: No

Purpose

The purpose of this classification is to manage the activities and functions of the Development Services Division to ensure proper oversight of the County's long-range plans and special studies, regulatory standards and ordinances, and related business processes.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; and establishes and promotes employee morale.

Leads and oversees operation of the various functions in the Development Services Division, including Planning and Zoning, Building Inspection, Code Enforcement, and Permit Services: develops goals, objectives, policies and procedures for the division; assigns and coordinates workloads; prepares budgets; represents the organization on regional/local boards; reviews departmental staff reports and presentations; receives and acts upon citizen concerns or complaints.

Administers and coordinates the County's current planning program: analyzes ordinances related to planning, environmental protection, zoning, and subdivision regulation and makes recommendations for improvement; formulates recommendations for development of new infrastructure and open space; oversees development review process for developments of regional impact, annexation, rezoning, conditional use, variances, appeals, subdivision platting, and commercial/industrial development; oversees permit service center activities, including the processing of zoning and subdivision applications, building permits, occupation tax certificates, alcohol licensing, streetlight tax district applications, right-of-way encroachment permits, road closure applications, and special events permits; oversees and coordinates building inspection and code enforcement functions; prepares or oversees state and federal grant activities for development-related functions.

Formulates and administers the County's advanced planning program: prepares, updates, and implements goals, objectives, and strategies for the comprehensive plan and transportation plan; conducts special studies for housing, transportation, recreation, economic development, and infrastructure; generates, compiles, and maintains demographic and statistical data related to short- and long-range planning needs; evaluates the need for outside planning consultant services; assists in developing and implementing policies, legislative actions, and intergovernmental agreements, including annexation agreements, service delivery strategy, and tax allocation districts.

Supports County boards and commissions: coordinates Planning and Zoning Commission meetings and prepares associated agendas, reports, meeting packets, and notices; briefs Commission on pending agenda items and other zoning issues; attends meetings; makes presentations and answers questions related to zoning and land use; assists chairman with parliamentary procedures; maintains records of Planning and Zoning Commission decisions; presents zoning-related items and resolutions to the Board of Commissioners; makes presentations and responds to questions concerning zoning issues or map changes; and communicates zoning decisions to citizens and developers.

Ensures Development Services Division operations adhere to legislative changes, trends, and industry best practices: participates in professional development programs; monitors changes and developments in all areas of assignment; communicates with County leadership about recommended changes; adjusts operations as needed.

Performs other related duties as required.

Minimum Qualifications

Bachelor's Degree in Planning, Business Administration, Public Administration or a related field required (Master's Degree preferred); supplemented by eight years of progressively responsible experience (at least four of which in a supervisory role) in Planning and Zoning; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License and Certification Required: Must possess and maintain a valid Georgia driver's license. Must possess and maintain the following certifications: American Institute of Certified Planners (AICP).

Performance Aptitudes

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform moderately complex algebraic and geometric operations; ability to utilize principles of basic probability and statistical inference.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, wetness, humidity, rain, temperature and noise extremes, unsafe structures, traffic hazards, or rude/irate customers.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

Created September 2021