

Position: Planning Manager
Department: Development Services
Division: Planning and Zoning



General Responsibilities

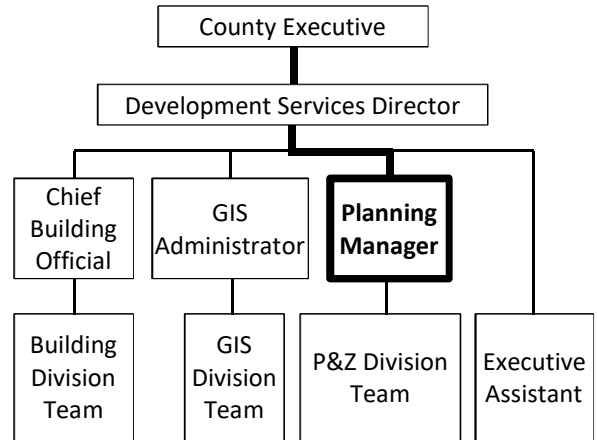
- Management of the Planning and Zoning Division including: Current Planning and Zoning, Countywide Planning, and Regional Trail Coordination.
- Land Use Authority for in-office permits.

Supervision Received

Works under the supervision of the Development Services Director.

Supervision Exercised

Supervises the P&Z Division Team.



Minimum Qualifications

Education and Experience:

- A minimum of 1 year of progressively responsible employee management; and
- A minimum of 5 years of progressive experience in government planning or closely related planning positions; and
- Graduation from a university with a Master’s Degree in urban/rural planning, public administration, or a closely related field; or
- An equivalent combination of education and experience.

Special Qualifications:

- Current AICP Certification is preferred.

Essential Functions

Essential functions include the following skill-sets. This position may be assigned additional duties not listed.

Team

- Practice positive working relationships and collaboration with fellow employees, elected officials, other departments and agencies, and the public.
- Be accountable to the department and fellow employees; valuing integrity, open communication, and professionalism in all interactions
- Assist individuals, teams, or departments with creative problem solving and work product.
- Effectively follow and use verbal and written communication.
- Operate under the supervision of the Development Services Director.

Management

- Provide overall management of division-related planning and zoning issues.

- Manage the development of applicable ordinances, permitting processes, public service provision, and related items.
- Participate in the recruitment and selection of department staff, and develop and conduct staff training for the Planning and Zoning Division.
- Direct Division personnel, delegate assignments, review performance, and make decisions affecting job retention, advancement, and discipline.
- Ensure public engagement through formal and informal processes, and educate the public through the media, reports, public meetings, and presentations.
- Monitor project activities and progress to assure the implementation of long-range plans.
- Manage studies related to population, housing, social, economic, transportation, and similar issues or concerns.
- Develop, organize, and facilitate comprehensive planning processes and procedures for current and long-range needs; convert policy ideas into action plans, e.g. county development, expansion, transportation, and related public programs.
- Advise the elected and appointed county authorities on all planning and zoning matters.
- Prepare, monitor, and control an annual division budget and expenditures.

Leadership

- Exercise initiative, independent judgment, and act resourcefully under varying conditions.
- Seek out methods to improve department and county processes.
- Work with people to improve efficiency and effectiveness for individual positions, departments, and the County.
- Collaborate with other departments, agencies, and jurisdictions on issues and provide potential solutions.

Technical

- Thorough knowledge of legal system and procedures affecting planning, zoning, and related operations of the county; principles and practices related to local government planning and zoning, economics, sociology, and community organization as applied to urban planning; planning, zoning, and subdivision law, theory and application; the relationship between factors affecting urban planning policy, such as economic, political, sociological, legal, etc.; local government structure and operations, including the budgetary procedures and fiscal management; research methodology, statistical analysis and evaluation of research data; land use, zoning, federal, state, and local laws; ability to interpret codes accurately and effectively.
- Skill in preparation and presentation of complex technical reports and analysis.
- Skill in the art of diplomacy and cooperative problem solving; interpersonal communication skills; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, the public, and all those contacted in the course of business.

Work Environment

- The position performs in a typical office setting. Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, reaching, talking, hearing, and seeing.
- Work tasks require common eye, hand, finger, leg, and foot dexterity.
- Mental tasks require the use of memory for details, verbal instructions, emotional stability, and discriminating thinking.

- The position requires a valid driver's license and the ability to drive for the County. Must not have any DUI/ARR within the past five (5) years and less than two (2) moving violations within the past 24 months.
- Comply with applicable County and departmental policies and safety standards.