

## **PLANNING & DEVELOPMENT SERVICES DIRECTOR**

### CODES/PAY RANGE

Class Code: 4040

EEO Code: A

FLSA: E

Pay Range: C

### MAJOR FUNCTION

Highly responsible, professional, and administrative work directing and managing the operations of: Planning, Land Development, and Development Engineering.

### ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Oversees the three Activities that make up the Planning and Development Services Division, including Land Development, Development Engineering, and Comprehensive Planning.

Supervises staff in the performance of assigned job duties. Coordinates and oversees administrative functions such as budget preparation, service levels, missions, goals and objectives, personnel and operations for the Planning and Development Services Division.

Oversees administration of the County's Land Development Code and Comprehensive Plan.

Acts as professional advisor in the area of Planning and Land Development policies and procedures.

Coordinates with other governmental agencies and municipalities the development and maintenance of inter-local agreements.

Initiates and promulgates programs and procedures to implement planning and developmental programs necessary to comply with state and county ordinances. Recommends the establishment, abolition, or revision of ordinances, rules, regulations and capital improvement schedules as related to comprehensive planning, land development and general county activities.

Confers and coordinates with civic leaders, governmental officials, industrialists, educators, financiers and citizens in order to ascertain factual basis for planning projects, economic development projects and studies.

Performs related work as required.

### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of modern management techniques and methods. Knowledge of local, state and federal ordinances and regulation regarding Growth Management and Land Development. Knowledge of principles and practices related to Growth Management and Land Development. Knowledge of processes, procedures and policies relating to Land Development and Building Construction.

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Ability to direct and effectively supervise personnel engaged in public planning, development engineering and land development. Ability to plan and develop programs to meet County goals and objectives. Ability to present programs and ideas clearly and concisely, orally and in writing. Ability to speak to public groups and civic organizations. Ability to exercise sound judgment and tact.

### MINIMUM QUALIFICATIONS

Possession of a Bachelor's Degree in Public Administration, Planning or closely related field and five (5) years of progressively responsible professional level experience in the administration and supervision of land development controls and programs, including public planning. A Master's Degree in Public Administration, Urban Planning or closely related field may be substituted for 2 years of experience.

A comparable amount of education, training, or experience may be substituted for the minimum experience.

### ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to talk.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend complex technical and professional manuals, journals, abstracts; legal documents, reports, summaries, financial reports. Ability to analyze data and develop conclusions. Ability to identify and resolve problems. Ability to write complex documents including reports, legal documents, agendas, justifications. Ability to speak publicly and extemporaneously; conversant in theory and principles of discipline. Ability to perform general mathematical functions.

Revised 8/07  
New 8/01