

TOWN OF BELVILLE – JOB DESCRIPTION

PLANNING DIRECTOR

Nature of Work

This is professional administrative and technical work in public planning. The employee occupying the position has the responsibility for acting as the City Planning Officer. Work involves planning, administering, and coordinating both short-range and long-range community development and improvement programs and projects; gathering, interpreting, and preparing materials for planning studies, reports, and recommendations pertaining to shoreline management, land-use control, environmental impact, and annexation studies, and coordinating pertinent grant fund projects. Incumbent is also responsible for enforcing the city's zoning, shoreline management, and environmental ordinances and their attendant supplements; processing and reviewing land-use permit applications for public hearings, reviewing development applications; and providing technical and professional support to the Planning Commission. Supervises one or more employees engaged in planning and community development. Effective working relationships with elected program officials, contractors, government agency personnel, city employees, and the general public is a necessary requisite for this position.

Controls Over Work

Under the general supervisory control of the City Administrator, and within the framework of governing federal, state, and local laws, and policies established by the City Council, the incumbent exercises considerable latitude and independence in the organization and direction of the department, as well as planning and performing individual activities. Activities are monitored by the City Administrator for compliance with established internal policies and procedures and to ensure inter-municipal coordination and cooperation. Work is reviewed for soundness of professional judgment; for compatibility of program and project recommendations with adopted plans and policies; and for effectiveness with subordinates, city officials, and the civic and business community. Work is subject to review for quality and timeliness of completed projects, effectiveness of personnel and programs management, and general reaction of the public to the services rendered.

Essential Duties and Responsibilities

- Plans, organizes, and directs all activities of the Planning Department. This includes the assignment, coordination, review, and evaluation of the work of subordinates. Conducts or coordinates special studies relating to planning and zoning.
- Reviews and recommends changes/additions to city zoning and building ordinances; cooperates with the Planning Commission in writing, revising, and updating the Comprehensive Plan, and zoning code amendments; coordinates planning input from other department heads and consultants; and organizes schedules, and participates in Planning Commission meetings and hearings.
- Reviews quasi-judicial land-use and development applications and recommends disposition to Hearings Examiner and City Council. Provides administrative services for office of the Hearings Examiner.
- Prepares and administers departmental budget.
- Writes and reviews environmental impact statements and technical reports; and makes final decision on environmental issues.
- Reviews special permit and license applications pertaining to such documents as business licenses, demolition permits, etc.; approves those applications under the incumbent jurisdiction and forwards all others, with appropriate recommendations, to the City Council or designated official for approval.

- Organizes and implements effective, trackable procedures for reviewing and processing approved and projected development plans and construction to assure compliance with city building codes and supplements, zoning ordinances, environmental laws and regulations, the Shoreline Management Act, and other regulatory requirements.
- Makes reports and keeps appropriate records of activities; maintains records of all licenses and permits processed and issued; and procures or initiates development of necessary maps, blueprints, overlays and sketches pertinent to city planning and development programs and projects.
- Serves as principle representative of the city in coordinating with the county on planning matters within the urban area. Implements goals, objectives, and policies of the city's Comprehensive Plan and provides long-range policy guidance to the City Council by recommending and formulating amendments to the Comprehensive Plan.

Knowledge, Abilities, and Skills

- Thorough knowledge of the principles and accepted practices of public planning and of the socio-economic and legal aspects involved.
- Considerable knowledge of modern trends and literature in the field of planning.
- Considerable knowledge of federal, state, and local laws, codes, ordinances, regulations, and standards incident to municipal planning and development and the building trades.
- Ability to think conceptually, observe and evaluate trends, analyze data, draw logical conclusions, and prepare comprehensive reports.
- Ability to plan, assign, and coordinate the work of subordinates.
- Ability to communicate well, both orally and in writing.
- Ability to gain and retain effective working relationships with employees, city officials, other municipal and governmental agency officials, and the general public.
- Ability to work on many projects at the same time in a dynamic and rapidly growing community.
- Knowledge of state annexation laws and annexation procedures.

Physical Demands and Work Environment

Work is performed in an office or conference room setting as well as out-of-doors. A moderate amount of local traveling is involved in construction site visits and facility and area tours. Consequently, the incumbent is exposed to occasional inclement weather and the normal transportation and construction activity such as high noise levels, moving vehicles and machines, dust and mud, and traversing of exposed and sometimes insecure walkways and platforms. May wear protective clothing and equipment such as helmet, gloves, goggles, and safety shoes. Work requires some exertion such as climbing, walking over rough surfaces and loose material; crouching, bending, stooping and reaching; and lifting of light to moderately heavy items. Work requires average physical agility and dexterity.

Qualifications Required

Minimum: Graduation from a four-year college or university with major course work in public administration, land-use planning, economics, engineering, or a related field and three years experience in duties related to the position.