

Class Title: Director Planning & Zoning	Department: Planning & Zoning
FLSA Classification: Exempt	

POSITION DESCRIPTION

GENERAL PURPOSE

Performs a variety of supervisory, administrative, technical and professional work in the current and long-range planning programs of the county related to the development and implementation of land use and related county plans and policies.

SUPERVISION RECEIVED

Works under the general guidance and direction of the County Administrator, and receives policy guidance from the Planning Commission, Board of Zoning Appeals and the Board of Supervisors.

SUPERVISION EXERCISED

Exercises supervision over all department staff, either directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises planning operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Administers and interprets the Zoning Ordinance, Subdivision Ordinance and Erosion & Sediment Control Ordinances; Interprets and enforces all Land Use Ordinances and drafts amendments as required.

Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional planning and land use advice to supervisors and other officials; makes private and public presentations to supervisors, boards, commissions, civic groups and the general public.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances; Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes.

Supervises the development and implementation of growth management, land use, economic development, utility, housing, transportation, park and open space, facilities, solid waste or other plans and codes to meet the County's needs and any inter-governmental agreements or requirements.

Supervises the evaluation of land use proposals for conformity to established plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans of the County and make recommendations.

Evaluates land use proposals to insure compliance with applicable County, State or Federal laws. Approves shoreline development permits, sign permits, short subdivision plats, boundary line adjustments, and minor land development proposals within scope of authority and responsibility.

Prepares and administers annual departmental operating budget and develops capital improvement plan.

Ensures the maintenance of accurate and complete records of department activities and of records relating to licenses, permits, maps, blueprints, overlay, and sketches pertinent to urban planning and development programs and projects.

Provides staff support to the Planning Commission, Board of Zoning Appeals and the Board of Supervisors as needed and assigned.

Evaluates environmental information and recommends mitigation measures to reduce adverse impacts of development.

Serves when needed as a member of a planning task force composed of County or State groups.

Prepares and writes grant application components relating to geographic maps, plats, site plans, etc.

Develops and maintains a database of information for planning purposes.

Responds to local citizens inquiring about county planning and zoning regulations and ordinances; resolves complex disputes between planners and applicants, as required.

Negotiates, coordinates and manages planning consultant contracts.

Serves as a member of various staff committees as assigned.

Attends professional development workshops and conferences to keep abreast of trends and developments in the field of county planning.

PERIPHERAL DUTIES

Assists county staff in the enforcement of local ordinances and in interpreting county codes and master plans.

Assists in designs for parks, streetscapes, landscapes and other county projects.

Performs other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from an accredited four-year college or university with a degree in land-use planning, urban planning, landscape architecture or a closely related field, and
- (B) Four (4) years experience in county planning or related field.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement; Extensive knowledge of planning programs and processes; Working knowledge of personal computers and GIS applications;
- (B) Skill in the area of drafting and designing; Skill in the operation of the listed tools and equipment.
- (C) Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public; Ability to establish effective working relationships.

SPECIAL REQUIREMENTS

Valid State Driver's License, or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing; motor vehicle; calculator; phone; copy and fax machine; tape measure.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received and have been given the opportunity to read this approved job description for my position with Mathews County. I understand the specific duties expected of me in my position with Mathews County, Virginia.

Employee Signature

Date