

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title : Planning & Development Director
Department: Planning & Development
Revised : December 2010

Class : Official/Administrator
FLSA : Exempt

This job description supersedes any prior description for the Planning & Development Director classification.

GENERAL DESCRIPTION

Highly responsible administrative work in directing the County's Planning and Development Department including land use planning, zoning, ordinance enforcement, Geographical Information Systems, subdivision administration, transportation, easement acquisition, community facilities, parks, population and economic projects, capital improvement programming, and other related areas. Exercises independent judgment and initiative based upon State and County policies and the County budget. Supervision is performed over a number of professional, skilled, and clerical subordinates. Supervision is received from the County Manager. Work is reviewed by analysis of projects accomplished and through periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Prepares the annual budget requests; controls approved budgetary expenditures.

Directs and supervises the Planning and Geographical Information Systems (GIS) staff; interviews and hires staff, evaluates and counsels staff in the performance of their duties and completes performance appraisals; discharges staff as necessary.

Provides staff support to the Board of Commissioners and Planning Board; performs research and analysis and makes recommendations on a variety of matters including re-zonings, conditional use permits, and text amendments.

Plans programs and participates in land zoning in relation to business property, subdivisions, parks, and transportation.

Oversees the administration of the Zoning Ordinance, Subdivision Ordinance, Mobile Home Park Ordinance, Salvage Yard Ordinance, Flood Plain Ordinance, and other ordinances.

Analyzes data on areas of concern and develops proposals to attempt to meet the needs of the community; drafts ordinances; works with the Planning Board, community committees and the public to develop a consensus; develops procedures for implementation of ordinances and enforcement methods.

Manages and provides administrative oversight of the County's housing program administrator for HOME, Scattered Site/CDBG and Single Family Rehabilitation; coordinates with various local and State agencies, non-profit organizations, and the County's Finance Department; develops Requests for Quotes and selects a consultant to perform these duties prior to each grant cycle being awarded.

Handles complaints from the public regarding individuals not adhering to ordinances.

Participates in meetings and public hearings with local officials for the purpose of making recommendations and explaining planning work.

Coordinates transportation planning and funding activities of the County with other local and state transportation planning.

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Directs the implementation of the County GIS System.

Conducts special projects for the County Manager including mapping projects and research of various issues.

Organizes public meetings where land use will be discussed; speaks to various civic groups or trade organizations to explain proposed policy being developed or considered by the County.

Maintains a variety of records, prepares a variety of reports.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of Federal, State, and County policies, procedures, and regulations pertaining to the areas of responsibility.

Considerable knowledge of statistical and analytical planning techniques applied in the collection and evaluation of community data and the preparation of reports and recommendations.

Considerable knowledge of principles and practices applied in the functioning of all phases of local government.

Considerable knowledge of PC and Geographical Information Systems hardware and software.

Skill in the use of drafting instruments.

Ability to plan, program, supervise, and control the work of employees in diversified areas.

Ability to perform office management, personnel administration, supervisory skills, and budget development and control.

Ability to establish and maintain effective working relationships with various members of the public, county and state officials, County Commissioners, and the Planning Board.

Ability to communicate effectively both orally and in writing.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs. or less. Work may include extended periods of time viewing a computer video monitor or operating a keyboard. Work includes operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

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MINIMUM EXPERIENCE AND TRAINING

Master's Degree from an accredited college or university in Planning or related field and three years of experience in planning and/or land use planning; or a Bachelor's Degree from an accredited college or university in Planning or related field and five years experience in land use planning or closely related area; or an equivalent combination of education and experience. Supervisory experience preferred. A valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**