



SC - PAY GRADE 26

## **ASSISTANT DIRECTOR OF PLANNING AND ZONING**

### **DUTIES AND FEATURES OF THE CLASS:**

Performs executive level responsibilities in the administration and operation of the Department of Planning and Zoning. Under the supervision of the Director of Planning and Zoning, the incumbent is responsible for the implementation of a comprehensive planning and land development regulation process in accordance with Federal, State and local laws. Utilizes the county-wide Geographic Information System (GIS). Exercises supervision over direct reports and staff members. Represents the County on matters relating to development issues under the general policy direction of the Director of Planning and Zoning.

### **EXAMPLES OF WORK:**

Provides professional planning, vision and development advice to the County government; represents the Planning and Zoning department in meetings with other County Departments, outside agencies and elected officials; explains, justifies and defends departmental programs, policies and activities; negotiates and resolves sensitive, significant and controversial issues; oversees the evaluation of land use proposals for conformity to established plans and Ordinances; provides leadership and direction in the development of short and long range plans and projects; coordinates activities with other departments and agencies as required; provides guidance in the administration and enforcement of a variety of building and zoning codes; communicates official plans, policies and procedures to staff, County Council, Planning and Zoning Commission, and the general public; coordinates development and integration of a Geographic Information System; evaluates information to determine feasibility of proposals and identifies factors requiring amendment on a frequent basis; assists with the preparation and administration of the annual departmental budget; ensures that departmental operations occur within the budget constraints and are in conformance with County purchasing policies and procedures; provides technical and administrative support to assigned committees and boards; interprets regulatory requirements and advises the County Board(s) regarding changes to any regulations; supervises, directs, evaluates and coordinates staff; handles employee concerns and problems; assigns work and conducts disciplinary and other personnel actions; attends meetings, seminars and training sessions as required to remain knowledgeable of departmental operations, to discuss planning related subjects and to promote improved job performance; ability to define problems, collect data, establish facts, and draw valid conclusions; ability to comprehend, interpret and apply regulations, procedures and related information; staff to Board of Adjustment and Planning and Zoning Commission meetings; performs other duties as assigned.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Extensive knowledge of land use and zoning code, land use development, planning and zoning administration, and Comprehensive Plans including the formulation, process for adoption and enforcement; extensive knowledge of planning programs and processes; working knowledge of building inspection, codes and code enforcement; extensive knowledge and experience of mapping and Geographic Information Systems; exceptional business communication skills including the ability to speak in front of large groups; demonstrated ability to lead and supervise the work of professional staff; good professional judgment; regular and timely attendance; ability to perform duties in a professional manner; ability to manage significant case load; ability to perform in a fast-paced office; willingness to work nights and weekends as the job requires; ability to establish and maintain effective working relationships with representatives from other agencies, staff, department heads, elected officials and the general public.

## **QUALIFICATIONS:**

Minimum of a Bachelor's degree in land-use planning, urban planning, public administration or a closely related field, with five (5) to seven (7) years of related experience or any equivalent combination of experience and training; familiarity with the State of Delaware and Sussex County government and the respective laws and regulations is preferred; working knowledge in the State of Delaware and Sussex County is preferred; designation as a "Certified Planner" from the American Institute of Certified Planners (AICP) is preferred; knowledge of staff supervision which includes planning, assigning, reviewing, and evaluating the work of others is required; proficient in Microsoft Office (Word, Excel, Outlook, and PowerPoint) and Adobe Viewer; proficient in Geographic Information Systems; excellent verbal and written communication skills; excellent organizational and customer service skills; experience using time and attendance software is preferred.

## **ADDITIONAL REQUIREMENTS:**

- Direct Deposit Required
- Minimum 35-hour work week (Monday - Friday)
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing
- Possession of a valid driver's license
- Attends evening meetings when necessary