



SC - PAY GRADE 22

## **MANAGER OF PLANNING AND ZONING**

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

Performs managerial responsibilities in the administration and operation of the Department of Planning and Zoning. The incumbent assists in the overall administration of a comprehensive planning and land development regulation process in accordance with Federal, State and local laws. Assists with overseeing development and maintenance of a 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, Assistant Director of Planning and Zoning, and the County Administrator.

### **EXAMPLES OF WORK:**

Provides input to professional planning, vision and development advice to the County government; in absence of the Director of Planning and Zoning and/or the Assistant Director of Planning and Zoning, acts as the official departmental representative to other County departments, outside agencies and elected officials; assists in explaining, justifying and defending departmental programs, policies and activities; assists in negotiating and resolving sensitive, significant and controversial issues; takes part in 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; assists in monitoring the administration and enforcement of a variety of zoning codes; communicates official plans, policies and procedures to staff, County Council and the general public; coordinates development, maintenance and integration of a Geographic Information System; evaluates information to determine feasibility of proposals and identifies factors requiring amendment on a frequent basis; provides technical and administrative support to assigned committees and boards; interprets regulatory requirements and advises the County Board(s) regarding changes to any regulations; provides input to preparing estimates and proposes projects for the County's fiscal budget; 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, attend public meetings, and to promote improved job performance; performs other duties as assigned.

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

Comprehensive knowledge of community development, planning and zoning administration, and Comprehensive Plans including the formulation, process for adoption and enforcement; extensive knowledge of planning programs and processes, Zoning Codes and Subdivision Codes; thorough knowledge of mapping and Geographic Information Systems; ability to comprehend, interpret and apply regulations, procedures and related information; ability to communicate orally and in writing to a wide variety of individuals and groups; demonstrated ability to lead and supervise the work of professional and non-professional assistants; good professional judgment; regular and timely attendance; performance of duties in a professional manner; ability to define problems, collect data, establish facts, and draw valid conclusions; 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 Bachelor's in land-use planning, urban planning, public administration or a closely related field with three (3) to five (5) years of related experience or any equivalent combination of experience and training; 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 preferred; excellent verbal and written communication skills; excellent organizational and customer service skills; proficient in Microsoft Office (Word, Excel, Outlook, and PowerPoint) and Adobe Reader is required.

## **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
- Attend evening meetings as necessary