

PLANNING DIRECTOR

DEFINITION OF WORK

Employee in this class performs difficult managerial and professional work in planning, organizing, and directing a Department responsible for land use planning and development, zoning and building code enforcement, economic development, and central permitting for the County. An employee in this class plans, organizes, and directs the work of a staff responsible for planning, zoning, economic development, transportation, central permitting, and code inspection services to provide coordinated guidance and regulation of the growth and development of the County. The employee works through division managers to supervise program services to ensure that well planned and orderly growth and development occurs through proper ordinances and programs, thereby making efficient use of the County's land and resources. Work involves short and long-range planning for policies, ordinances, and comprehensive land use plan; directing staff support for the Planning Board and Board of Adjustment; advising the Commissioners and Deputy County Manager on development and planning matters; assuring appropriate permitting, and taking the lead in guiding land use planning efforts. Considerable tact and courtesy must be exercised in frequent personal contact with County, municipal, State and federal officials and citizens. Work requires managerial, expert professional, and technical knowledge as well as the ability to formulate strategic plans and direct progress. Work requires significant independent judgment and initiative in complex issues that must meet professional standards as well as State and local regulations. Work is performed under the general supervision of the Deputy County Manager with guidance from the County Planning Board and is evaluated through periodic conferences and reports in terms of overall results achieved.

EXAMPLES OF WORK

Employee develops a broad-based vision with strategic goals for the Department; creates, develops, and administers policies and procedures to meet goals; prepares and reviews comprehensive planning elements relating to a broad array of social, economic, physical and community facility concerns including land use, zoning, and environmental impact; serves as technical advisor to Deputy County Manager, Planning Board, Board of Adjustment and Commissioners regarding planning, permitting, zoning and land use matters; prepares reports and makes presentation; researches projects; assists professional staff with review of complex plans and projects to ensure compliance with regulations; monitors ordinances to ensure needed revisions are done in a timely manner; guides Department through development and implementation of new programs and services to improve customer service; recommends changes in equipment, policies and procedures; responds to complaints and inquiries about planning, inspections, permitting and housing issues; investigates and follow up as needed; develops, coordinates and directs a variety of special and continuing plans related to the growth, development, and redevelopment of the County; balances concerns for current and long-range planning efforts; participates in meetings and public hearings to explain recommendations on planning proposals; answers citizen and developer questions regarding planning and related issues; coordinates planning activities with affected federal, State, municipal, regional and private agencies; serves on a variety of area committees and task forces to represent the County; performs related human resource activities to recruit and retain productive staff; evaluates work; provides guidance, support or corrective action as needed; develops and administers department budget; reviews and approves purchases; provides research and input into the development of ordinances, policies and procedures for the County and the Department; advises the Deputy County Manager and Board on related issues; and performs related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from a college or university with a Master's degree in urban or regional planning, geography, public administration, engineering, community development, or a related field, and seven years of experience in governmental planning with three of those years in a supervisory capacity; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Extensive knowledge of the County's zoning, land use, and other ordinances and codes; extensive knowledge of the principles and practices of community and economic development and public sector planning; extensive knowledge of governmental laws, programs, and services pertinent to the community and economic development in the planning processes; extensive knowledge of the environmental and socio-economic implications of the planning process; thorough knowledge of systems including application of software and hardware to planning needs; considerable skill in the collection, analysis, and presentation of technical data and planning recommendations; considerable skill in conflict resolution, meeting facilitation, and public presentations; ability to supervise and provide constructive feedback, ability to establish and maintain effective working relationships with community groups, federal, State, regional, County officials, and the general public; ability to express ideas effectively in oral and written forms.

SPECIAL REQUIREMENTS

Possession of an AICP certification is necessary. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Employees are subject to hazards associated with outdoor and indoor work environments.

PHYSICAL REQUIREMENTS

Must be able to physically perform the basic life operational functions of reaching, standing, walking, grasping, talking, hearing, and repetitive motions; must be able to perform light work exerting up to 20 pounds of force occasionally, and/or 10 pounds of force frequently, and/or a negligible amount of force constantly to lift carry, push, pull, or otherwise move objects; must possess the visual acuity to examine and work with maps, charts, and detailed materials, operate a computer, inspect sites regarding planning issues, and do extensive reading; must be able to physically perform the basic life operational functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing, pulling, bending, climbing, crawling, fingering, and performing repetitive motions.