

Uintah County

Job Description



Title:	Planning Director	Code:	107
Division:	Planning	Effective Date:	3/07
Department:	Building/Planning/Zoning	Last Revised:	3/07
FLSA Cat:	Exempt	Pay Grade:	43

GENERAL PURPOSE

Performs a variety of **professional, administrative and managerial** duties related to planning, building, directing, organizing, and controlling county development and growth. Manages all functions associated with overseeing creation of and compliance with established planning, zoning and building ordinances and regulations.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Board of County Commissioners.

SUPERVISION EXERCISED

Provides general supervision to department staff and supervisors including Building Official, Building Inspector(s) III, II, I, Planner, Code Enforcement Officer and Building/Planning/Zoning Technician(s).

ESSENTIAL FUNCTIONS

Manages the day-to-day operations of the department; determines work priorities; develops guidelines and deadlines, initiates studies in zoning issues, development of ordinances, business regulations, review of permits, computer studies, architectural designs, traffic, etc.; monitors project activities and progress to assure implementation of comprehensive plan; issues interpretations of county zoning, planning, building and related ordinances and regulations.

Directs personnel and delegates assignments; reviews performance and makes decisions affecting job retention, advancement and discipline; participates in the recruitment and selection of department staff; develops and conducts staff training.

Serves as administrative advisor and liaison to board of county commissioners, citizens committees, board of adjustments and planning commission; provides technical insight and recommendations related to determining planning and development policies, goals and objectives; receives directives, formulates implementation options and strategies, directs and conducts research, converts strategies to action plans with timetables and deadlines; allocates personnel and resources as needed to accomplish elected projects and programs.

Conducts public meetings and hearings as needed to solicit public response and apprise of policy and project options; educates the public through media, reports, public meetings and presentations.

Develops departmental budgets and monitors fiscal controls to assure conformity with established financial constraints; gives final approval for department disbursements; participates in county-wide fiscal planning processes.

Identifies sources for alternative funding related to special projects; applies for grants, implements administrative processes as needed to comply with grant conditions; monitors grant compliance to assure effective working relationships with funding agencies.

Develop, organize and facilitate on-going comprehensive planning processes and procedures for current and long range needs; participates in the development and maintenance of county general plan; identifies alternatives for converting policy ideas into action plans affecting county development, expansion, transportation and related public programs.

Coordinates research and program options with other county departments; directs or conducts feasibility studies; prepares a variety of reports related to project options and progress; reviews and updates ordinances affecting planning, zoning, development and related departmental areas; coordinates projects with other departments or governmental agencies.

Meets with public, developers, entrepreneurs, and contractors; discusses planning, building, zoning, and development issues; interprets information in county ordinances pertaining to department responsibilities.

Oversees various special function areas related to subdivision development, zoning proposals, land acquisitions, building authorizations and permits; oversees priority studies related to population, housing, social, economic, transportation and similar issues or concerns; reviews development plans to ensure compliance with county codes and ordinances.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a master's degree in urban planning, public administration or a closely related field;

AND

B. Six (6) years of progressively responsible experience performing above or related duties; two (2) years of which must have been in a lead or supervisory capacity;

OR

C. An equivalent combination of education or experience.

2. Knowledge, Skills, and Abilities:

Thorough knowledge of principles and practices of comprehensive urban planning, economics, sociology and community organization as applied to urban planning; relationships between various factors affecting urban planning policy, such as economic, political, sociological, legal, etc.; research and statistical analysis and the evaluation of research data; land use, zoning, federal, state, and local laws; municipal operations and inter-relationships of county departments; budgeting, accounting and related statistical procedures; various revenue sources available to local governments including state and federal sources; general office maintenance and practices; business and technical writing; interpersonal communication skills; public speaking; public relations. **Considerable knowledge of** principles of management, supervision and employee motivation.

Ability to administer a large work program; analyze a variety of financial problems and make recommendations; analyze complex planning, development and zoning problems and make recommendations; operate personal computer (Windows, MS Word, Excel, etc.) in utilizing various programs to produce or compose formal documents, reports and records; prepare and present budget estimates; direct, motivate, develop, and evaluate subordinates; communicate effectively verbally and in writing; develop effective working relationships with supervisors, fellow employees, and the public.

3. Special Qualifications:

Must maintain membership in the American Planning Association.

Must be able to obtain AICP, ASLA, or APA certification within one year of employment.

Must possess a valid Utah driver's license.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain. Periodic walking, standing, stooping, sitting, reaching, required in normal course of performing essential duties. Talking, hearing and seeing essential to effective performance of the job. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)