

## **Monroe County Planning Director**

**Department:**            Planning

**Wage Grade:**            Rye - 15

**FLSA Status:**            Exempt

**Affiliation:**            Non-Union

### **General Summary:**

Work is performed under the general direction of the County Administrator/CFO and the Planning Commission. Administers planning and planning related activities permitted by State and County enabling legislation and formulated by the Planning Commission. Formulates an annual proposed work plan, prepares a departmental budget and monitors budget expenditures. Provides planning assistance to local units of government and serves as an information resource to county and local officials and the general public. Represents the County and the Planning Commission on various local, regional and State committees and councils including economic development activities.

**Essential Functions:** *(An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily).*

- Develops and presents proposed departmental budget to the County Administrator. Monitors expenditures and ensures compliance with budgetary guidelines. Prepares annual reports consistent with Act 33 of 2008 and annual report to the Board of Commissioners.
- Directs studies, investigations and surveys relative to the economic, social and physical comprehensive development of the County to guide County and local officials in making decisions regarding community development and land use planning. Reviews and approves studies conducted.
- Oversees the technical review of township land use plans, township zoning referrals, and Farmland and Open Space agreements. Reviews Federal and State loan and grant applications for projects such as airports, highways, hospitals, land conservation, libraries, open space acquisition, sewage facilities, transportation facilities, and water supply and distribution facilities.
- Directs and conducts studies on special topics as requested by the Board of Commissioners or the Planning Commission. Personally directs the most complex, sensitive, or controversial studies and maintains set of public records on decisions and actions of the Planning Commission and the department.
- Directs and prepares a master plan and comprehensive plan for the development of the county.

- Monitors and provides technical assistance to local units of government via contractual Agreement. Meets with township and municipal officials concerning planning activities.
- Supervises physical and environmental planning projects such as Coastal Zone Management, Solid Waste Management, transportation corridor analysis, and public transportation coordination.
- Participates in the provision of technical assistance in response to specific requests from prospective new businesses and industry for information on local market characteristics, the availability and capacity of utility systems, demographics, and the characteristics of specific commercial or industrial sites. Works in support of the Monroe County Business Development Corporation.
- Confers with officials from other jurisdictions and serves on various local, regional and State committees and councils as a representative of the County and the Planning Commission to coordinate planning activities.
- Meets with developers, business and industry leaders, and citizens, or assists them by phone or through written correspondence on questions pertaining to planning or governmental issues.
- Makes presentations pertaining to planning, government, or related issues to governmental bodies, business groups citizens and civic organizations.
- Prepares the Capital Improvement Plan with the County Administrator/CFO, which includes a summary of requests by Department Heads for upcoming major capital improvement projects.
- Responsible for managing the staff employees of the Planning Department.
- Serves as the Chief Damage Assessment Official to direct the damage assessment teams assessing the damage to the County after natural disasters to determine if State or Federal aid is needed.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

### **Employment Qualifications:**

**Education:** Master's Degree in Urban Planning, public administration, or closely related field

**Experience:** Five years of progressively more responsible planning experience including two years in a supervisory position.

### **Other Requirements:**

- Valid Driver's License
- AICP Certification preferred.

### Knowledge of:

- Relevant equipment to the position held including electronic equipment, computer hardware and software including applications and programming.
- Principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal and human life.
- Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Principles and procedures for personnel recruitment, selection, and training.
- Business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people and resources.
- Arithmetic, algebra, calculus, statistics, and their application.
- Design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- Practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for service, and evaluation of customer satisfaction.

### Skill in:

- Motivation, developing and directing people as they work, identifying the best people for the job.
- Using logic and reasoning to identify the solutions, conclusion or approaches to problems.
- Understanding written sentences and paragraphs in work related documents.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Understanding the implications of new information for both current and future problem-solving and decision making.
- Considering the relative costs and benefits of potential actions to choose the most appropriate.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Using mathematics to solve problems.

### Ability to:

- Combine pieces of information to form general rules or conclusions.
- See details at close range.
- Apply general rules to specific problems to produce answers that make sense.
- Read and understand ideas presented in writing.
- Identify or detect a known pattern and to arrange things or actions in a certain order or pattern according to a specific rule or set of rules.
- Communicate information and ideas in both writing and word of mouth so that others will understand.

- Imagine how something will look after it is moved around or when its parts are moved or rearranged.
- Generate or use different sets of rules for combining or grouping things in different ways.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to enter and access information from a computer.

Ability to access departmental files.

Ability to lift and carry cartons, boxes and cases weighing in excess of 75 lbs.

Ability to sit in front of a computer and bend over digitizing board for long periods of time.

Ability to give presentations to large and small groups.

Vision to read printed materials and a computer screen.

Hearing and speech sufficient to communicate in person or over the telephone.

**Working Conditions:**

Works in office conditions with occasional travel within the community and regionally for meetings.

Possible exposure to extreme weather, trip hazards, downed power lines, high water, etc.