

**JOB DESCRIPTION
CITY OF BORGER**

DIRECTOR OF PLANNING AND ZONING

Reports To:	City Manager	FLSA Status:	Exempt
Effective Date:	01/2017	Revision Date:	N/A
Salary Range:	\$5,162-\$6,289.49 per month (based on qualifications)		

Job Summary:

Under general direction, provides administrative, supervision and technical work regarding the city's current and long range planning programs for the city, specifically related to the development and implementation of land use and related municipal plans and policies.

Supervision Responsibilities:

Oversees the recruitment, employment, evaluation and release of staff and temporary personnel in the Planning/Zoning and Code Enforcement Departments. Supervises all organizational staff including the Building Official, Code Enforcement Officer, Administrative Assistant 1 and seasonal temporary employees.

Essential Job Functions and Duties:

- Manages and supervises planning operations and department to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Provides professional planning and land use advice to supervisors and other officials; makes private and public presentations to supervisors, city council, boards, commissions, civic groups and the general public.
- Communicates official plans, policies and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares and administers annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.
- Prepares a variety of studies, reports and related information for decision-making purposes.
- Supervises the development and implementation of growth management, land use, economic development, utility, housing, transportation, park and open space, facilities, solid waste or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements.

- Supervises the evaluation of land use proposals for conformity to established plans and ordinances.
- Evaluates land use proposals to insure compliance with applicable City, State or Federal laws. Approves development permits, sign permits, subdivision plats, boundary line adjustments, and minor land development proposals within scope of authority and responsibility.
- Ensures the maintenance of accurate and complete records of department activities and of records relating to licenses, permits, maps, blueprints, overlay, and sketches pertinent to urban planning and development programs and projects.
- Provides staff support to the Planning & Zoning Commission, Zoning Board of Adjustment, and Building Standards Commission as needed.
- Evaluates environmental information (including Floodplain) and recommends mitigation measures to reduce adverse impacts of development.
- Serves when needed as a member of a planning task force composed of City, County or State groups.
- Develops, maintains, and updates the City's utility mapping, aerial photography images, and an online Graphical Information System (GIS).
- Develops and maintains a database of information for planning purposes.
- Responds to local citizens inquiring about city planning and zoning regulations and ordinances; resolves complex disputes between planners and applicants, as required.
- Serves as a member of various staff committees as assigned.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.
- Performs the duties of the Building Official and Code Enforcement Officer as needed.

Other Job Functions:

- Assists city staff in the enforcement of local ordinances and in interpreting city codes and master plans.
- Assists in designs for parks, streets, landscapes and other municipal projects.
- Perform other tasks as needed or directed

Working Conditions:

Job is generally performed in a climate-controlled, smoke-free office environment with occasional exposure to extreme weather conditions while outdoors conducting site visits to the field. Position may require the following abilities: Sit for extended periods of time; occasionally stand and walk; lift, carry, push, pull or otherwise move items weighing up to 50 pounds; seeing, speaking, and hearing necessary to issue and follow oral and written instructions; ability to work under pressure in meeting deadlines; using hand(s) for simple or firm grasping, typing, fine finger manipulation, reading a computer screen.

(Mental and physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to meet these demands.)

Required Education, Certificates, and/or Licenses:

- Bachelor's Degree in Urban Planning, Land-Use Planning, Public Administration, Architecture or related field (Master's Preferred)

- American Institute of Certified Planners (AICP) Certification desired or be obtained within the first year of employment
- CPM/Certified Public Manager preferred
- A combination of education and experience applicable to the position may be considered
- Valid State Driver's License, or ability to obtain one,

Necessary Experience, Training, Knowledge, and Skills:

Four (4) years of progressive municipal planning experience (or equivalent), experience at supervisory level desired; proficiency with AutoCad, Microsoft Word, Excel, PowerPoint, as well as land use, land development plan review, site plan review, City policies and procedures, strong communication, organization, analytical thinking, detail-oriented, and problem solving skills. Experience in zoning enforcement/code enforcement, GIS and building construction field preferred. Master plumber, master electrician and/or licensed builder preferred.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.