

PLANNING DIRECTOR

ASHE COUNTY JOB DESCRIPTION

JOB TITLE: PLANNING DIRECTOR PLANNING DEPARTMENT (ADDRESSING and CODE ENFORCEMENT)

GENERAL STATEMENT OF JOB

Under limited supervision, performs supervisory, technical administrative and professional work in directing and coordinating the activities of the Planning Department to ensure the protection of the natural environment, the orderly growth and efficient administration of County resources. The Director of Planning is responsible for enforcement of land use ordinances such as those pertaining to subdivisions, mobile homes, flood damage prevention and others; and providing administrative supervision for code enforcement activities of the Department. The position is responsible for the formulation, implementation, modification and improvement of master and subsidiary plans for the County's physical and community development, including the formulation of a comprehensive land use plan. Position is also responsible for serving as a technical advisor to the Board of County Commissioners and County Manager on matters relating to planning and development. Supervises a staff of professional, technical and support personnel. The Planning Director reports to the County Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

Plans, organizes and directs the activities of professional technical and clerical personnel engaged in the compilation, analysis and interpretation of data affecting community planning.

Serves as technical planning advisor to the County Manager, Planning Board, Board of County Commissioners, County officials and other appointed boards; provides assistance to other County departments and public agencies involved in long and short-range planning.

Prepares and administers the departmental work programs and budgets; prepares and reviews contracts and agreements pertaining to the planning/development function; drafts recommendations; and prepares applications for Federal and State funds; administers expenditure of state and federal grant and loan funds pertaining to the planning/development function.

Analyzes County problems, needs, programs, services and requests for assistance; recommends project priorities. Directs Code Enforcement activities, and/or performs the Code Enforcement function.

Prepares comprehensive reports based upon careful research and study of planning problems.

Supervises the gathering and analysis of statistical and narrative data pertaining to population growth, land use, environmental conditions and economic development.

Directs the preparation of charts, maps, graphs and other illustrative material for presentation to elected officials, appointed boards, community groups and concerned citizens; participates in meetings and public hearings to explain recommendations and planning proposals.

Coordinates County planning activities with affected municipal, state, federal and private agencies.

PLANNING DIRECTOR

Directs, with input from the County Manager, the selection, recruitment and development of professional, technical and support personnel.

Reviews plans of developers and property owners to ensure compliance with County zoning, subdivision, mobile home and other land use or related ordinances.

Works with Ashe County Planning Board to prepare additions and revisions to County zoning, subdivision and land use ordinances for consideration by the respective Boards.

Participates in meetings and public hearings to explain recommendations and planning proposals.

Administers and enforces County zoning and land use ordinances and building codes; supervises the collection of fees and issuance of zoning certificates and permits.

Assigns addresses and maintains E911 and associated data bases; visits areas and assigns new addresses to all new construction; maintains electronic database of addresses matched with county tax PIN numbers; maintains and updates 911 database to phone companies and post offices; provides reports to county offices of road names and addresses on a quarterly basis; updates Sheriff's Department CAD weekly; handles and maintains road name list; obtains data on new private roads named; approves all new subdivision road names; resolves address problems for public, post office, phone company, realtors, etc.; oversees erection of road signs in county; composes and handles all correspondence for 911 office; orders sign materials, etc. for 911 office; assists office staff as needed to answer phones, take permits, answer questions; maintains map book for county and other vendors; prepares road names for public hearings; posts notices and announcements in newspaper; performs related tasks as required.

Assists the Economic Development Director with business and industrial development including: responding to business and industry inquiries including site visits; working with existing businesses and industries to encourage retention and expansion; in site development activities; marketing tools and maintaining close contact with local, state, regional, federal, and private organizations.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in planning, geography, public administration or a related field. A preferred degree is a Master's Degree in planning or public administration and three to five years of experience in rural and/or urban planning at the local government level including experience in a supervisory capacity; or any equivalent combination of training and experience that provides the required skills, knowledge and abilities.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the principles, practices and objectives of rural and urban planning. Has thorough knowledge of economics, sociology, public administration and quantitative methods and research techniques as related to planning. Has thorough knowledge of the principles and practices of engineering and physical design as generally related to planning. Has considerable knowledge of the environmental and socioeconomic implications of the planning process. Has considerable knowledge of County ordinances and related land use regulations. Has considerable knowledge of state and federal laws, requirements and mandates concerning land use and environmental protection, including state statutes

Director of Planning
Modified 9/24/12

PLANNING DIRECTOR

affecting local governments and the planning functions. Has considerable knowledge of the current literature, trends, and developments in the field of rural and urban planning. Has considerable knowledge of the principles of supervision, organization and administration. Is skilled in the collection, analysis and presentation of technical data and planning recommendations. Is able to establish and maintain effective working relationships with subordinates, public officials, community leaders and professional groups. Is able to plan, assign and direct the work of subordinates and is able to maintain an orderly and efficient workplace. Is able to express ideas effectively orally and in writing. Is able to exercise considerable tact and courtesy in frequent contacts with County, municipal, state and federal officials and private citizens. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Professionalism: Will conduct themselves in a professional manner in word, dress, and action.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the County, state and federal government, and continually reviews department policies in order to ensure that any changes in County philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

Policy Implementation: Has a clear and comprehensive understanding of County policies regarding the department and County function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the County regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the department and the County. Within the constraints of County policy, formulates the appropriate strategy and tactics for achieving departmental and County objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the department and County.

Organizing: Organizes work and that of subordinate well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all County and department matters affecting them and/or of concern to them.

Staffing: Works with other County officials and management to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the County. Personally directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment that is viewed as professional, and encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of County goals and objectives.

PLANNING DIRECTOR

Controlling: Provides a work environment that is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of County standards, methods and procedures.

Delegation: Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the department and County. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Adheres to County policies and procedures regarding absences and work hours, and provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-motivated approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Is expected to identify the intended and unintended consequences that might occur due to planning actions.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e. poor communications, variance with County policy or procedures. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

Relationship with Others: Shares knowledge with supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staff and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the County

PLANNING DIRECTOR

and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Interacts effectively with fellow employees, County Manager, professionals, Planning Board, Board of Commissioners and general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace, and ensures that all filing is done in a timely and organized manner including all floodplain information.