

**JOB DESCRIPTION
TOWN OF OCEAN VIEW
DIRECTOR OF PLANNING, ZONING & DEVELOPMENT**

Reports To: Town Manager

FLSA Status: Exempt

Salary Range: \$62,000 - \$98,000

Grade: 13

Job Summary:

Under general direction, provides administrative and supervisory oversight regarding the Town's current and long-range planning programs for the Town, specifically related to the development and implementation of land use and related municipal plans and policies.

Supervision Responsibilities:

Oversees the recruitment, employment, evaluation of the staff in the Planning/Zoning and Code Enforcement Departments. Supervises all organizational staff including the Code Enforcement Officer, Administrative Assistants and Office Coordinator/Receptionist.

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 other officials; makes private and public presentations to Town 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, park and open space, facilities, or other plans and codes to meet the Town'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 Town, County, 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.
- Reviews all applications for the Planning and Zoning Commission with regard to minor and major subdivisions and land development; for all commercial permit applications; and for the Board of Adjustment with regard to variances and appeals. Attends meetings and hearings of the Planning and Zoning Commission and Board of Adjustment.
- Evaluates environmental information (including Floodplain) and recommends mitigation measures to reduce adverse impacts of development.
- Acts as the Floodplain Manager and assists FEMA with applications for floodplain updates.
- Develops and maintains a database of information for planning purposes.
- Responds to local citizens inquiring about town planning and zoning regulations and ordinances; resolves complex disputes between planners and applicants, as required.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.
- Performs the duties of the Code Enforcement Officer when needed.

Other Job Functions:

- Assists town staff in the enforcement of local ordinances and in interpreting town codes and master plans.
- Manages requests for annexation into the Town.
- Serves as the Town's Coordinator for the Americans with Disabilities Act (ADA).
- Prepares monthly report for the Town Council packet and attends the monthly meetings.
- Coordinates and oversees street drainage projects and Town road projects.
- Manages the Town's public water system. Coordinates varied aspects of this system with the Town's engineer, Tidewater Utilities (which provides the bills and serves the system), the Town's Finance Department, the Town Manager, and the citizens who receive the services. Reviews and approves permits for installation, tracks installations on database to ensure compliance with the Town Code and other regulations.

- Ensures Annual Consumer Confidence Report (CCR) is prepared and published to meet Federal and State requirements.
- Ensures the Comprehensive Land Use Plan (CLUP) is kept up to date and works closely with a private consultant, the Planning and Zoning Commission, Town Council and the Office of State Planning during CLUP revisions and amendments.
- Provides data to and updated maps of the Town for the US Census Bureau.
- Performs 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.

Required Education, Knowledge Skills and Abilities:

- Bachelor’s Degree in Land-Use Planning and Public Administration.
- American Institute of Certified Planners (AICP) Certification desired or be obtained within the first year of employment.
- CPM/Certified Public Manager preferred.
- Four (4) years of progressive municipal planning experience (or equivalent), experience at supervisory level desired; proficiency in Microsoft Word, Excel, PowerPoint, as well as land use, land development plan review, site plan review, town policies and procedures, strong communication, organization, analytical thinking, detail-oriented, and problem solving skills.
- Must has a valid driver’s license.
- Experience in zoning enforcement/code enforcement, building construction field preferred.
- A combination of education and experience applicable to the position may be considered.

Selection Guidelines:

Formal application, rating of education and experience; oral interview and reference check; background check and drug testing will 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.