

# UNION COUNTY

## Job Description

JOB TITLE: Planning Director

DEPARTMENT: Planning

APPROVED BY: Administrative Officer

DATE: April 30, 2024

### PURPOSE OF POSITION:

Administers and directs the County's land use planning, zoning, and subdivision of lands; coordinates land use planning efforts between affected jurisdictions within the County; does related work as required.

### ESSENTIAL JOB FUNCTIONS:

1. Responsible for overseeing the County's planning activities.
2. Receives and determines appropriate application process, and processes all land use applications.
3. Responds to public inquiries regarding local land use regulations and other planning matters.
4. Reviews prepared adjacent landowner and general public notices for all land use application requests.
5. Receives proponent and opponent responses to application requests.
6. Provides technical support to the County Planning Commission and Board of Commissioners. Prepares staff reports (including maps, diagrams and charts), and makes presentations regarding zone changes, subdivisions, land partitions, and land use requests.
7. Monitors and enforces the County's zoning partition and subdivision ordinances.
8. Prepares amendments and conducts periodic review and makes recommendations to update the County's land use plan.
9. Advises and participates in related committee activities and special projects.
10. Prepares annual budget request for the Planning Department and monitors expenditures to remain within established budgetary constraints.

11. Supervises subordinate employees including assigning work, scheduling, training, completing performance evaluations, taking disciplinary action, and making hiring and termination decisions following established county policies.
12. Serves as staff to the Union County Solid Waste District. Administers DEQ permit and landfill closure monitoring requirements.
13. Participates in Public hearings/appeals.
14. Cooperates with other municipalities.

**THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREE ASSIGNED TO THIS JOB.**

**DESIRABLE QUALIFICATIONS:**

1. Thorough knowledge of laws and regulations governing County planning; principles and practices of all aspects of County planning, including land use planning.
2. Considerable knowledge of zoning codes and ordinance; governmental, and legal procedures.
3. Knowledge of budgeting and recordkeeping.
4. Perform research and compile data.
5. Prepare technical reports.
6. Communicate effectively, both verbally and in writing.
7. Establish and maintain effective working relationships with a wide variety of public officials and the general public.

**MANDATORY QUALIFICATIONS:**

Bachelor's degree in planning or related field. Five years of progressively responsible experience in local government planning and development which includes administrative and/or supervisory experience. Any equivalent combination of education, experience, and training which demonstrates the ability to perform the above described duties may be qualifying.

**PHYSICAL DEMANDS OF THE POSITION:**

While performing the duties of this position, the employee is frequently required to sit, communicate, reach, and manipulate objects and tools. The position requires mobility, manual dexterity, and coordination for over 75% of the work period, while operating equipment such as: computer keyboard, telephone console, calculator, etc. Duties may involve moving materials weighing up to 20 pounds on a regular basis, driving a car, and walking on varied terrain.

**WORKING CONDITIONS:**

The majority of duties take place in an indoor office with usual office working conditions. Outdoor travel between County buildings is required for a short period each day. The noise level in the work environment is typical of most office environments. Occasional site visits are necessary.

**SUPERVISORY RESPONSIBILITIES:**

Provide direct oversight and direction to all Planning Department staff, including but not limited to: assigning work, evaluating performance, taking necessary disciplinary action, resolving employee complaints, scheduling and approving time off, and interviewing and hiring new employees in accordance with established county policies.

**SUPERVISION RECEIVED:**

An employee serving in this position works under the Administrative Officer who outlines program goals, objectives, and priorities to review work on the basis of results obtained.