

# PLANNING AND COMMUNITY DEVELOPMENT DIRECTOR

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Position Code: 2360

WC Code: 9410

FLSA Status: Exempt

Pay Grade: 366

Location: Planning

Approval Date: 2023

## **General Statement of Duties**

This position performs complex professional work in directing the current and long-range planning activities for the Town. Assist in the continued improvement to the image of the Town focused on responsible but progressive growth and development. Assists Town Management with implementing Town goals, conducting studies and analysis related to community development, developing and implementing process and policy improvements and related work as apparent or assigned. The position requires high-level management experience with the ability to work within the Council-Manager form of local government respecting the honorable positions of elected officials and the responsibilities of the Town Manager. This position will facilitate high quality economic investments and pursue quality of life improvements by establishing solid relationships with both the public and private sector.

## **Distinguishing Features of the Class**

The employee is responsible for the overall design of the planning program, community development program, and GIS program and for achieving tangible results in these program function areas for the Town. Employees in this class are distinguished by exercising considerable independent judgment, initiative, and accountability. An employee in this class directs the planning, zoning, community development, code compliance, and GIS activities in the Town. The role also includes developing a favorable relationship between the Town and the business and development community.

## **Duties and Responsibilities**

Develops coordinates and directs a variety of special and continuing plans related to the growth, development and redevelopment of the Town; balances concerns for current and long-range planning efforts.

Oversees the development and implementation of programs, policies and procedures for the department, or as directed by the Assistant Town Manager.

Directs the processing and preparation of development, rezonings, annexations, grants, agenda items, and/or other related items.

Along with other staff, act as an advocate for new businesses, land developers and investors, including problem solving in the areas of plan approval, permitting and licensing; provide technical expertise and respond to complex questions and resolve conflicts.

Creates departmental policies as needed to ensure a smooth running department to comply with state and federal laws and Town ordinances and polices.

Plans and communicates to employees short- and long-range directives for the day-today operation of the department, sets, follows and monitors work priorities and goals and effectively uses staff time, systems and resources to meet departmental goals.

Works with a variety of boards, including Town Board, Planning Board, and ad hoc advisory committees; responds to changing management/Board priorities.

Works to ensure the coordinated guidance and regulation of the growth and development of the Town occurs through a variety of means.

Provides research and input into the development of ordinances, policies and procedures for the Town and the department; advises the Town Manager and Board on related issues.

Directs the development, preparation and maintenance of all comprehensive plans, feasibility studies and other plans and studies.

Oversees and manages the Town's land development review process and relations with the development community.

Responds to public inquiries regarding planning operations, responds to requests from elected officials related to special programs, presentations and constituent services.

Develops community development activities such as writing grants, administering grants, supervising contract staff for CDBG, HOME and related grant opportunities from the public and private sector.

Oversees the administrative, fiscal, and personnel matters of the department.

Oversees budget and budgetary process for the department.

Performs other related duties as requested.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Requires considerable knowledge of the principles and practices of community and economic development and public sector planning.

Considerable skill in the collection, analysis and presentation of technical data and planning recommendations and in working with others in a joint cooperative manner that supports department and Town goals.

Ability to deal tactfully and effectively with community groups, developers, consultants, the general public and federal, state, regional as well as Town officials.

Ability to demonstrate flexibility and adapt to changing management/Board priorities and unexpected events without service disruption.

Ability to prioritize multiple projects and assign resources appropriately.

Ability to plan and direct a comprehensive planning program.

Ability to understand long-range growth and transportation issues facing the Town.

Tactical in nature with the ability to “see the big picture” and direct multiple groups to accomplish tasks.

Ability to effectively plan for growth and transportation for the future.

Must have a full understanding of basic urban redevelopment and growth concepts.

Considerable knowledge of governmental laws, programs and services pertinent to the community and economic development and planning process.

### **Physical Requirements**

Must be able to physically perform the basic life operational functions of walking, talking and hearing. Must be able to perform sedentary work exerting up to 10 pounds of force frequently or constantly to lift, carry push or pull or otherwise move objects. Sedentary work involves sitting most of the time.

Must possess the visual acuity to examine and work with maps, charts and detailed materials, operate a computer, ability to go and inspect sites regarding planning issues, use measuring devices, do figure computations and do extensive reading.

### **Minimum Education and Experience**

Bachelor's Degree from an accredited college or university in planning or related field and at least ten years of professional experience in public sector planning with three years of supervisory and administrative experience; or an equivalent combination of education and experience. Master's Degree Preferred.

### **Special Requirements**

Possession and maintenance of AICP certification.

Possession of a valid North Carolina Driver's License

Completion of the North Carolina School of Government's Municipal Administration Course is preferred.