

PLANNING AND ZONING MANAGER

FUNCTION OF THE JOB

Under direction, to serve as the head of the Planning and Zoning Division of the Parks and Land Use Department; to be responsible for the planning, development, operation, and supervision of the activities of a County-wide land use planning and zoning administration system; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Plans, directs, administers, recommends, and implements Countywide land use planning and zoning programs, and coordinates activities with other County departments and divisions.
2. Researches and writes or supervises the preparation of proposed amendments to the comprehensive development plan, zoning ordinances and staff recommendations concerning zoning changes, conditional use requests, and Board of Adjustment appeals, and presents recommendations to the Director, the Park and Planning Commission, and County Board committees.
3. Coordinates and supervises the development, implementation, and administration of comprehensive planning projects and initiatives, and the County's response to new regulations.
4. Selects, assigns, trains, supervises, and evaluates staff, and handles personnel problems of the staff.
5. Provides technical information and assistance to communities, developers, and the public on zoning and land use regulations and ordinances, subdivision and other real estate developments, and other land use related activities.
6. Analyzes and reviews complex and/or controversial zoning, land use, and planning matters and proposals; develops alternate solutions to violations or development proposals; and facilitates the resolution of outstanding problems.
7. Supervises the review of subdivision proposals for their compatibility with existing regulations, County and local master plans, and sound land planning principles.
8. Attends public hearings, Commission and committee meetings, and County Board meetings when necessary regarding proposed zoning changes, conditional use requests, and other land use matters, and meets with local communities for the purpose of discussing zoning and subdivision control ordinances and other land use activities.
9. Oversees and participates in the development and preparation of land use plans and zoning code amendments for local communities.
10. Supervises and coordinates the enforcement activities of the division regarding zoning, land use, or subdivision control violations; and provides court testimony and information for presentation at hearings.
11. Prepares the planning division budget; implements approved expenditures; and assists in the development and implementation of the department strategic plan.
12. Analyzes and researches relevant government regulations, policies, and developments pertaining to land use related issues; and makes recommendations for compliance.
13. Serves as a liaison to local industries, municipalities, and other governmental units on matters pertaining to land use; and in that capacity, answers questions and investigates problems.
14. Prepares and presents detailed oral and written reports.
15. Establishes and maintains effective public and working relationships with staff, representatives of State and local governments, community organizations, and the general public.
16. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of the modern principles and practices of land use planning, zoning, and subdividing.
2. Thorough knowledge of applicable laws and regulations governing land use planning, zoning, and subdividing.
3. Considerable knowledge of administrative, managerial, and supervisory principles, practices, and procedures.
4. Considerable knowledge of the use and application of GIS technology in land use planning.
5. Considerable knowledge of the impact of economic development, housing, farmland preservation, and floodplain management on planning and zoning activities.
6. Ability to perform difficult and complex technical research work and make comprehensive recommendations and reports.
7. Ability to plan, organize, and present ideas and recommendations to the Director and to various commissions and committees.
8. Ability to analyze and interpret zoning and land division laws, ordinances, and resolutions.
9. Ability to facilitate and negotiate resolutions to complex issues.
10. Ability to plan, organize, assign, and evaluate the work of others.
11. Ability to plan, organize, implement, and evaluate planning, zoning, and land use programs.
12. Ability to establish and maintain effective public and working relationships with staff, representatives of State and local governments, community organizations, and the general public.
13. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in planning, architecture, engineering, geography, landscape architecture, or a closely related field.
2. Five (5) years of responsible work experience in land use planning or zoning administration.
3. Graduation from a recognized college or university with a master's degree in an area listed above may be substituted for one (1) year of the work experience requirement.