

## Job Description:

### Planning Director: Planning and Development

The Planning Director (PD) is a department head that is responsible for the day to day operation of the Planning and Development Department. The PD reports to the Board of County Commissioners and provides professional staff assistance to the Planning Commission. The PD represents the County on planning matters to County, State and Federal agencies and may work directly with other elected official and community boards. The PD monitors development activity that may impact the County by maintaining contact with economic development entities, business and industry, municipalities and special districts.

Essential Functions, Roles and Responsibilities: The listed functions are illustrative only and are not intended to describe every function which may be performed.

The Planning Director serves as the primary contact for the general public and the media with questions about land use review and development proposals. The PD is responsible for the review and processing of all land use applications including input from other agencies, the determination of general conformance with the County Land Use Plan and with criteria and standards of the Zoning and Subdivision Regulations. The PD supervises the public notice and hearing process and works directly with the County Attorney to assure that all State and County land use review procedures are followed. The PD serves as the Administrative Zoning Officer for implementation and enforcement of the County Zoning Resolution. The PD identifies opportunities to implement County Land Use Plan using regulatory and non-regulatory measures to further the Goals identified in the County Land Use Plan.

This position requires strong customer service skills with an excellent reputation for working collaboratively with the Planning Commission, the public, business and industry, elected officials and other community boards.

### Skills\Abilities\Competencies:

- Legal and practical understanding of land use issues and modern planning practices, including the development review process.
- Ability to prepare and review staff reports and make policy recommendations to the Planning Commission and County Commissioners.
- Substantive working knowledge of land use law, federal regulations, including NEPA and FEMA floodplain regulations\management.
- Supervisory skills with ability to coach and train support staff.
- Ability to prepare and manage department budget.
- Well-developed interpersonal skills and ability to relate and work well with others.
- Ability to maintain high degree of personal control and professionalism in emotional and sometimes volatile situations.
- Competency using Microsoft Office and good knowledge of GIS applications in the planning field.
- Technical writing and verbal communication skills with the ability to speak in public to a wide variety of audiences.
- Knowledge and ability to draft amendments to the Comprehensive Plan and the zoning and subdivision regulations.
- Knowledge and experience with Natural Resource Planning, NEPA, including roles of cooperating agencies and energy development.

Minimum Qualifications:

- Bachelor's degree from an accredited college or university with major course work in planning or a closely related field and/or equivalent practical planning experience. At least one year of supervisory or management responsibilities.

Preferred Qualifications:

- A Master's degree in Urban\Regional Planning, Public Administration, or related field is preferred but not required and may substitute for 1 year of experience.
- AICP certification.
- Local government experience and/or economic development experience.

Any equivalent combination of education, training and experience which provide the requisite knowledge, skills and abilities may be substituted for education at the discretion of Carbon County.