

**Chief Planner**  
**Department of Planning and Development**

**Class Title:** Chief Planner  
Department of Planning and Development

**FLSA Status:** This is an exempt position.

**Class Definition:** Working Under administrative direction of the Director of Planning and Codes, a person in this position organizes and supervises the daily operations, functions and staff of the Bureau of Planning and Development; coordinates planning matters and serves as the lead individual to the Easton Planning Commission.

**Distinguishing Features of Work:** This employee supervises the long range and current planning activities of the City, and serves as the principal planner in the department. The work includes strong: public speaking and relations skills, management, policy development, writing, computer graphic and geographic information systems abilities, and technical expertise in the area of urban planning. Additionally, the position manages the development of policy, ordinances, official map, and comprehensive plan, as well as, represents the city on regional planning boards. A person in this position uses tact, discretion and independent judgment within established guidelines.

**Examples of Work:** Note: The following examples of work are only illustrative of the kind of work to be performed by persons in this position and are not intended to be all-inclusive. 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.

This 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.

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws; plans, assigns, and directs work; conducts employee performance appraisals; supervises, directs and evaluates the activities of the bureau's professional planners and technical staff; reviews and edits staff reports and major correspondence;

Serves as Acting Director of Planning and Codes in the absence of the Director; conducts regular staff meetings to review progress, accomplishments, strategies and plans for the department and/or bureau; develops, communicates and monitors policies, procedures and standards for the bureau; recommends improvement when necessary;

Prepares bureau budgets, maintains bureau records including time sheets;

Coordinates, implements and supervises the overall functions of the long range and current planning activities of the department and performs other activities as assigned by

the departmental Director; plans and implements short and long-term goals, objectives and strategies for the bureau to ensure efficient organization and completion of work;

Directs and supervises the evaluation and updating of the Comprehensive Plan; evaluates rezoning, special exception and zoning ordinance amendments; processes and reviews amendments to the Comprehensive Plan; reviews land development regulations for consistency with the comprehensive plan;

Implements the City's growth management program; assigns and tracks processing of planning applications, including scheduling for Planning Commission meetings and development of agendas;

Makes technical presentations to the Planning Commission, City Council, Zoning Hearing Board, Historic District Commission, other authorities, boards and commissions and neighborhood groups; represents the bureau, department and City on numerous local and regional committees, as required;

Prepares grants, ordinances, resolutions and other reports; oversees the city geographic information system and graphic design functions;

Responds to customers, including applicants, and the public, in person, over the phone and, via electronic communication; addresses complaints and resolves problems;

Works with the department director, local officials, Planning Commission, public and other agencies to develop and implement land use policies and regulations and resolve planning and environmental issues;

Serves as an expert witness in litigation as required; performs other duties as assigned.

**Tools and Equipment Used:** Computer and mobile tablet, format plotter and scanner, GPS unit, camera, and general office equipment.

Software programs such as Microsoft Office Professional and its components such as Word, Excel, Access, PowerPoint, Outlook; Adobe Creative Suite, to include Photoshop, Illustrator, InDesign, Acrobat; ESRI Geographic Information Systems, specifically, ArcView and ArcEditor, 3D Analyst, ArcServer; Google, and media and communication systems.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use arms and hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to stand or walk and occasionally is required to walk long distances, climb and descend sloping topography. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office and moderate in the field.

**Necessary Knowledge, Skills, and Abilities:** Extensive knowledge of the principles, methods and techniques utilized in public land use, urban, regional, state, historic preservation and environmental planning; a thorough knowledge of comprehensive plans including their formation, process of adoption, and enforcement; thorough knowledge of economics, municipal finance, smart growth, socio-economic and environmental principles as they apply to urban development; knowledge of applicable state, federal and local ordinances, laws, rules and regulations;

Thorough knowledge of the principles and practices of civil engineering, landscape architecture, architecture and physical designs as applied to urban planning;

Extensive knowledge and experience in grant writing and administration;

Knowledge of research methodology and standard statistical methods and procedures as they apply to urban planning; ability to research, compile, and summarize a variety of informational and statistical data and materials for complex technical reports and other correspondence; ability to write reports, correspondence, procedure manuals and other documents clearly and concisely;

Ability to establish and maintain effective working relationships with subordinates, supervisors, other City departments/officials, government agencies, and the general public;

Ability to plan, direct, supervise, and evaluate the work of professional and technical employees; ability to determine work priorities and effectively coordinate and schedule personnel and other resources;

Ability to manage a project from development to implementation; ability to supervise the

preparation or performance of complex, difficult or specialized planning studies and projects;

The ability to balance multiple and competing priorities; ability to organize work, set priorities, meet deadlines and budgets, with minimal direction;

Skill in the usage of all computer software applications, hardware, and tools related to performance of the job;

Must be skillful in communicating the English language effectively orally and in writing, including spelling, grammar, punctuation and vocabulary;

Must have knowledge of budgetary principles and practices;

Must have the ability to speak and make presentations effectively in oral, written, and graphic form to the Planning Commission, City Council and other public groups and respond to questions; Must be able to think and speak clearly, analyze, interpret and resolve issues in a high-pressure public hearing forum; and

Must have the ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

**Desired Minimum Qualifications Required for Appointment:** Master's degree from an accredited university in Urban or Regional Planning; and six (6) years or more of progressively responsible planning experience, including four (4) years in a leadership or supervisory role with a recognized planning agency; or Bachelor Degree from an accredited college or university in Urban Planning, or closely related field, plus eight (8) years of progressively responsible planning experience with a recognized planning agency, including a minimum of four (4) years in a leadership or supervisory role; or equivalent combination of education, training, and experience. Must be a member in good standing of the American Institute of Certified Planners. Must possess a valid Driver's License. Must possess an American Institute of Certified Planners certification. The ability to speak Spanish is desirable but not required.

**Work Schedule:** Per established departmental policy.

*Revised 6/10/13*