

Director
Department of Planning and Codes

Class Title: Director
Department of Planning and Codes

FLSA: This is an exempt position.

Class Definition: Managerial, administrative and technical work of a professional nature in supervising the operations of the planning and codes department.

Distinguishing Features of Work: Working under the general guidance and direction of the City Administrator and the Mayor, the incumbent performs a variety of managerial supervisory, administrative, and professional work in development and implementation of community development planning, programs, services, and community code enforcement. The ideal candidate would have strong public speaking and community relationship skills, management, policy development, writing, computer graphic and geographic information systems abilities, and technical expertise in the area of urban planning. Additionally, the position directs 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 of this class and are not intended to be all inclusive or exclusive. 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.

Directs community development operations to achieve goals within available resources; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed. Provides professional planning and development advice to the city administrator, the city council, the planning commissions, supervisors and other officials; makes private and public presentations to supervisors, boards, commissions, civic groups and the general public.

Supervises the development and implementation of growth management, land use, community development, utility, housing, transportation, park and open space, facilities, solid waste or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements.

Communicates official plans, programs, policies and procedures to staff and the general public. Provides leadership and direction in the development of short and long range plans and projects; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Supervises and administers community development programs and services pursuant to adopted plans, regulations and budgets. Supervises the evaluation of land use proposals to insure compliance with applicable City, State or Federal laws, and established plans. Evaluates proposals' development impact as they relate to the adopted plans of the City and make recommendations. Oversees approval of development permits, sign permits, subdivision plats, boundary line adjustments, and minor land development proposals within scope of authority and responsibility.

Oversees the development and maintenance of a data base of information for planning and community development purposes. Responds to local citizens inquiring about community development, planning and zoning regulations and ordinances; resolves complex disputes between planners, program manager, and applicants, as required.

Oversees the permitting functions of the department, including application, fee assessment and collection, application and plan review, permit issuance, inspection, and occupancy. Assists city staff in the enforcement of local ordinances and interpretation of city codes and master plans. Resolves complex and sensitive customer service issues, either personally, by telephone or in writing.

Represents the City and/or provides staff support on regional Boards and Commissions as assigned. Carries out the duties and responsibilities outlined in the Pennsylvania Third Class City Code, the Pennsylvania Municipalities Planning Code, and the Codified Ordinance of the City of Easton. Serves when needed as a member of a task force or committee composed of city, county, state, or private groups. Serves as a member of various staff committees as assigned.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations. Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures. Maintains harmony among workers and resolves grievances; Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares and administers annual operating budget. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Prepares a variety of studies, reports and related information for decision-making purposes.

Ensures the maintenance of accurate and complete records of department activities and of records relating to licenses, permits, maps, blueprints, overlay, and sketches pertinent to urban planning and development programs and projects.

Prepares and writes grant applications. Administers state and Federal grant programs as assigned.

Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.

Assists in designs for parks, streetscapes, landscapes and other municipal projects.

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; and Adobe Creative Suite.

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: Thorough 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;

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, regional, land-use planning, public administration or a closely related field; five (5) years experience in community development, eight (8) years of progressively responsible planning experience with a recognized planning agency, knowledge of building codes, and a minimum of five (5) years of management and supervisory experience; or any equivalent combination of education and experience, with additional education substituting on a year for year basis for the required experience. Must be a member in good standing of the American Institute of Certified Planners. Must possess a valid Driver's License. An American

Institute of Certified Planners certification preferred. The ability to speak Spanish is desirable but not required.

Work Schedule: Per established departmental policy.

7/24/13