

Job Description

Job Title: Planning Director

Prepared By: David Gertsch

Classification: Full-time

Prepared Date: May 25, 2015

Department: Planning

Approved By: Human Resources

Reports To: Commissioners

Approved Date: 2/5/2016

Location: 1002 South 3rd St.

FLSA Status: Exempt

Job Summary: The Planning Director guides the planning and development operations including development reviews, land use applications, day-to-day planning functions and long-range planning. Reporting to the Board of County Commissioners, the Planning Director represents the County on important community task forces and committees. The Planning Director leads a team of staff members allocated to the functional areas of Administration, Development and Planning Services, Code Enforcement, Addressing and Signage, and Wastewater Regulation.

Essential Duties and Responsibilities:

- Plan, direct and coordinate the Albany County Planning Department.
- Resolve problems and issues arising from the development process, work with applicants, department staff and other County departments to effectively resolve conflicts; work effectively with a variety of conflicting or competing interests.
- Provide staff assistance and line reporting to the Board of County Commissioners; prepare and present staff reports and other necessary correspondence.
- Supervise and participate in the development and administration of the Department's operating budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Communicate and work proactively with developers, community organizations, neighborhood associates and agency officials on current or proposed development projects, including private development or grant fund projects.
- Researches, prepares and monitors state, federal and private foundation grant opportunities related to the Albany County Planning Department.
- Serve as a technical advisor to the County Boards and Commissions, and civic groups on planning, zoning, plan review, inspection, code enforcement and related matters; interpret ordinances and regulations as they apply to respective areas.
- Researches, analyzes, and prepares reports. Makes presentations to and advises Planning Commission and Zoning on development applications.
- Reviews land development applications and facilitate agreements with contractors, developers and property owners. Monitors the progress and scheduling of various land development projects throughout the County.
- Maintains, interprets, and updates department long-range planning documents. Evaluates land use proposals for consistency with the long range planning documents.

- Recommendation of legislative measures affecting land use, public utilities, community facilities, housing and transportation necessary to guide community development in accordance with the comprehensive plan.

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Qualifications/ Requirements:

- Three (3) or more years of experience in planning, community development, or closely related fields in a public sector environment. Supervisory experience in the field is desired.
- Bachelor's Degree in Community Development, Urban Planning, Public Administration or closely related field is required. Master's Degree is preferred.
- Possession or ability to obtain a valid Wyoming driver's license.
- Certification by the American Institute of Certified Planners is desirable.