

DEVELOPMENT SERVICES DIRECTOR

General Statement of Duties

Perform responsible professional, administrative and enforcement work providing land use planning and enforcing compliance with zoning, nuisance abatement and related Town ordinances.

Distinguishing Features of the Class

An employee in this class performs professional, administrative and enforcement work providing land use planning and enforcing compliance with regulations to insure the orderly growth and development of the community. Work includes researching and recommending changes to the land use plan, developing annexation plans, developing and/or updating and implementing ordinances for zoning, subdivisions, noise, etc. and serving as the technical advisor and staff support to the Planning Board and Board of Adjustment. Work also includes subdivision and site plan review, approval of all developmental permits and enforcement of minimum housing, junk car, overgrown lots and related ordinances. The work involves considerable public contact with governmental officials, developers, property owners, and the public and requires the ability to explain technical regulations to individuals, some without technical expertise. The employee makes routine field visits to handle complaints and/or enforce violation of ordinances and to review project sites. Duties are performed under the supervision of the Town Manager and are evaluated through conferences, review of ongoing and completed projects and feedback from the public.

Duties and Responsibilities

Essential Duties and Tasks

Researches, develops, and recommends land use plans and plan changes related to the growth, development, and redevelopment of the Town; balances concerns for current and long-range planning efforts.

Reviews all subdivision and site plans to assure that land use regulations and other requirements are met; issues development permits after approval; monitors permit limits; makes site visits as appropriate to ensure development projects comply with all applicable regulations, codes and ordinances.

Interprets, negotiates, enforces, and administers all development, land use and environmental codes and ordinances such as subdivision, abandoned vehicles, lot maintenance, watershed, mobile home parks, etc.; handles complaints from the public, makes site visits to ensure compliance with regulations.

Develops and recommends subdivision and other related planning ordinances by preparing and presenting oral and written reports, including special maps, charts, and graphics to officials in making determinations.

Researches and prepares annexation recommendations; prepares maps using GIS; calculates contiguous areas; researches ownership and land uses; ensures use requirements meet State regulations; prepares and sends notifications; verifies voluntary annexation requests.

Functions as technical advisor and staff support for the Planning Board and Board of Adjustment; prepares agendas, makes meeting arrangements; takes and prepares minutes.

Researches issues, prepares reports, charts, maps, graphs and other illustrative material for presentations; presents reports and recommendations to Planning Board, Board of Adjustment, and Board of Aldermen as required.

Administers the storm water management program; makes field inspections, develops plans for expansion or changes to current system; initiates repairs or construction; administers budget.

Meets with property owners, developers, and other land development professionals to ensure compliance with ordinances and other related governmental land use regulations; responds to inquiries regarding planning and zoning permits.

Additional Job Duties

Performs other duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Thorough knowledge of Town, State, and Federal laws, ordinances and regulations related to land use, zoning, planning, and storm water management.

Considerable knowledge of the principles, practices and objectives of local public sector planning in areas of natural resources, land use and other economic and social matters.

Working knowledge of the Town's administrative, budgeting, purchasing and personnel policies and procedures.

Working knowledge of the application of information technology to public sector planning including the use of geographic information systems, database management, and mapping protocols.

Skill in the collection, analysis and presentation of technical data and planning recommendations.

Skill in facilitating committees and meetings and in working collaboratively with developers, officials, and the community on land use issues.

Skill in collaborative conflict resolution.

Skill in the interpretation of codes and ordinances and their application to specific situations.

Ability to write professional technical planning reports.

Ability to prioritize, manage and organize a variety of planning activities.

Ability to work collaboratively to resolve problems.

Ability to enforce regulations tactfully and firmly and in a consistent manner.

Ability to express ideas effectively in oral and written forms and make effective public presentations.

Ability to establish and maintain effective working relationships with Town, and State officials, developers, property owners and the general public.

Physical Requirements

Must be able to physically perform the basic life operational functions of stooping, kneeling, reaching, standing, walking, pulling, pushing, lifting, fingering, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Must possess visual acuity to perform plans review, field inspections; prepare and analyze data and statistics, operate a computer and do extensive reading.

Desirable Education and Experience

Requires graduation from an accredited college or university with a Bachelor's degree in planning or related field and experience in local government planning; or any equivalent combination of education, training, and experience. Experience in environmental code enforcement desirable.

Special Requirements

Possession of a valid North Carolina driver's license.

Certification or ability to obtain certification from the American Institute of Certified Planners.

Certification or ability to obtain certification through the NC Zoning Association.