



PLANNING DIRECTOR

General Statement of Duties

Performs professional administrative, enforcement and supervisory work regarding the land use, planning and zoning, code enforcement, and community development functions of the Town.

Distinguishing Features of the Class

An employee in this class directs the planning and zoning activities in the Town to ensure coordinated guidance and regulation of growth and development. Work involves a variety of professional planning activities including comprehensive plan review of development and land use applications; zoning, site plan and environmental review; enforcement of zoning and related codes; researching and recommending changes to the land use plan; developing, updating and implementing ordinances for zoning, subdivisions, noise, etc.; developing annexation plans; and serving as the technical advisor and staff support to the Planning Board and Board of Adjustment. Work also includes approval of all developmental permits; enforcement of minimum housing, junk car, overgrown lots and related ordinances to ensure compliance with regulations; and supervising staff involved in permit issuance and plan review. The employee makes routine field visits to handle complaints and/or enforce violation of ordinances and to review project sites. The work involves considerable public contact with governmental officials, developers, property owners, and the public and requires tact and courtesy and the ability to explain technical regulations. Work is performed under supervision of the Town Manager and is evaluated through conferences, review of work and completed projects, administrative adherence to the Town's plans and ordinances, and feedback from the public.

Duties and Responsibilities

Essential Duties and Tasks

Performs comprehensive plan review of development and land use applications; reviews site plans against zoning and environmental ordinances; completes technical assessments; issues development permits upon approval; conducts site inspections; prepares written project analysis and makes recommendations; interprets and explains applicable rules.

Assists the public, developers, engineers, contractors, and others with information, processes, technical guidance and other customer service needs in the development review process.

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.

Serves as technical advisor and staff support for the Planning Board and Board of Adjustment; organizes, schedules and participates in meetings; prepares agendas, takes and prepares minutes.

Participates in Planning Board and Town Board meetings and public hearings to explain recommendations on planning proposals; presents and discusses applications and reports; provides staff support and guidance in design, interpretation and directions; answers questions regarding planning related issues.

Enforces land use and nuisance ordinances; receives and pursues complaints alleging ordinance violations; issues warning and citation; corresponds with property owners regarding ordinances.

Develops, coordinates, and directs staff in the functions of minor plan review, zoning and nuisance code enforcement, and permit processing.

Hires, trains, assigns, builds teamwork, mentors, provides leadership and direction, performance coaching and evaluation, communications and motivation to department staff.

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.

Provides research and input into the development of ordinances, policies and procedures for the Town and the department; advises the Town Manager and Town Board on related issues.

Researches, develops, and recommends planning elements, land use plans and plan changes related to the growth, development, and redevelopment of the Town including zoning, housing, transportation, open space, and environmental impact.

Designs and manages a variety of processes to obtain input from the community and develops consensus among conflicted parties.

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

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, and planning.

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, County 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

Graduation from an accredited college or university with a bachelor's degree in urban planning, City and Regional Planning, Environmental Science, Public Administration, Geography or related field and at minimum two years of 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.

AICP and CZO strongly preferred.

Hiring range for this position is \$68,366 to \$87,133 DOQ, with a 5% increase following the probationary period. Applications may be obtained at the Town of Dallas Administrative Offices located at 210 N. Holland St., Dallas, NC 28034 or at www.dallasnc.net. Completed applications can be emailed to jobs@dallasnc.net or turned in at the Administrative Offices. Open until filled. EOE