DIRECTOR OF COMMUNITY PLANNING

SUMMARY:
Under the direction of the City Manager, the Director of Community Planning plans and organizes the overall operation of the Planning Department, including budget preparation and administration; serves as staff advisor to the Planning and Zoning Commission and Zoning Board of Adjustment; acts as the City liaison with developers, property owners, and the public; administers the operation of the Planning and Development Department including, zoning, subdivision, plan review, contractor licensing, flood damage prevention, inspections, and Code Enforcement.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following, and any other duties which may be assigned.

- Establishes policies and procedures; interprets, administers, and enforces zoning and subdivision ordinances, development application procedures, and building code regulations.
- Manages and organizes activities relating to the City’s planning, zoning, building permitting, inspections, code enforcement, land use, and development functions to ensure enforcement of all applicable regulations.
- Reviews applications for zoning, platting, specific use, variance, appeal, and special exception, to be heard by the Board of Commissioners, Planning and Zoning Commission, or Zoning Board of Adjustment, and guides applications through the required processes.
- Prepares and distributes agendas and provides notice for the Planning and Zoning Commission and the Zoning Board of Adjustment; schedules and organizes hearings; create minutes for meetings and hearings.
- Recommends to the Planning and Zoning Commission zoning and subdivision regulations and subsequent revisions thereto.
- Leads the Development Team; acts as liaison to the team, other departments, developers, and the public to effectively carry out the City’s development regulations and policies.
- Responds to requests and inquiries regarding the City’s zoning, subdivision, building, substandard structure, nuisance, and flood damage prevention ordinances.
- Advises and instructs the Building Inspector and Code Enforcement Officers.
- Acts as Floodplain Manager for the City.

SUPERVISORY RESPONSIBILITIES:

- Serves as Director of Community Planning.
- Directs the activities of Inspectors, Code Enforcement staff, and administrative staff.
• Responsible for attending meetings after normal work hours. This includes attendance at the Board of Commissioners meetings, Planning and Zoning, and Zoning Board of Adjustment.

Requirements

EDUCATION AND/OR EXPERIENCE:
• Minimum 5 years of related work experience.
• Bachelor’s degree in a related field may be substituted for 1 year of required work experience.
• Bachelor’s degree preferred.

CERTIFICATES AND LICENSES AND REGISTRATIONS:
• ICC Certifications in building, plumbing, or others preferred but not required.

KNOWLEDGE:
• Principles and practices of planning, community development, and budgeting.
• Federal, state, and local laws, regulations, and ordinances relating to planning, zoning, building construction, and flood plain management.
• Principles and practices of personnel management including hiring, supervision, training, evaluating, and discipline.
• Knowledge of current technological equipment including computers and mobile devices.

SKILLS:
• Communicates effectively and courteously with associates, developers, community leaders, citizen groups, and the public to present an overall professional image.
• Effectively executes the Department activities; directs, coordinates, and performs the activities of enforcement effectively and efficiently.
• Schedules and assigns work effectively and efficiently, producing maximum utilization of man hours.
• Interprets and applies federal, state, and local laws, regulations, and ordinances.
• Provides effective leadership, training, and evaluation to subordinates.
• Excellent oral and written communication.
• Strong organizational skills.
• Produces positive and effective results toward goals in various plans such as the City’s Comprehensive Plan and others as adopted by the City.
• Analyzes situations, solve problems and makes decisions under pressure.
• Applies knowledge of current state and local regulations applicable to nursing homes, schools, hospitals, and other public buildings.
• Applies current knowledge of proper methods and materials of building construction and inspection.
• Communicates effectively with personnel, supervisors, Board of Commissioners, contractors, developers, and the public; communicates technical advice and assistance through public meetings, reports, and direct inquiry.
• Maintains confidentiality.
• Multitasks and prioritizes work appropriately.

PHYSICAL DEMANDS:
Frequent sitting, some standing, and walking are required. Stooping, bending, and reaching are required daily. Moderate use of senses such as vision, audio, and speech are required. High use of cognitive skills is required to complete essential functions of the job. Works indoors under controlled conditions.

Salary: $52,500 - $62,300 (DOQ)

Benefits: Paid Health Insurance, paid vacation and sick leave, 13 paid Holidays, Texas Municipal Retirement 2-1 match.