



TOWN OF MONUMENT JOB DESCRIPTION

Job Title:	Planning Director
Department:	Planning Department
Reports to:	Town Manager
Supervises:	Planner, Engineering Assistant, Administrative Assistant
Status:	Exempt

Purpose:

The Planning Director is responsible for directing the Town's planning, zoning, and engineering projects; and for supervising the management of the land development entitlement, permitting, and inspection processes for the Town. The Director manages a staff consisting of planning, engineering, and administrative personnel. The Director also has the responsibility for various technical aspects of the department's functions, including plan review, preparation and review of planning documents, zoning and subdivision code interpretation, and assisting with public construction project management. The Director also supervises efforts regarding urban planning and redevelopment tasks; and Long Range Planning, Subdivision, and Zoning Code revisions. Work involves the application of extensive knowledge of urban planning, and public construction practices, techniques, and methods. This position requires the application of professional knowledge and personal judgment to address a variety of technical and managerial problems and issues. The position requires a resourceful, hands on, detail-oriented manager possessing excellent communication, leadership, and problem solving skills, including the ability to present complex technical issues to elected officials and the general public.

Duties:

- Manages the daily operations of the Planning Department, including the Town's planning, zoning, and assisting with the engineering functions. Works closely with the Public Works Director on capital projects management functions.
- Supervises the Planner in all aspects of the development review process, and long-range planning tasks such as Zoning and Subdivision Code revisions, Long Range Planning, and Sub-Area Plans.

- Reviews and approves applications and submittal information for new development and redevelopment projects. Conducts meetings with developers and consultants on new development and redevelopment projects.
- Makes presentations on development applications, Zoning and Subdivision Code revisions and additions, and other relevant issues to various Boards, Commissions and at neighborhood meetings.
- Prepares and administers contracts for consulting engineering services, planning services, and construction projects.
- Assigns engineering-related tasks to the Engineering Assistant, and supervises the performance of those tasks.
- Performs studies and conducts research on various planning and engineering topics.
- Manages the department budget.

Qualifications:

Bachelor's Degree in Planning, Landscape Architecture, Construction Management, Public Administration, Engineering or closely related field is required.

Master's Degree in Planning, Construction Management, Public Administration, or Engineering is desirable.

Four to eight years of related experience in municipal and/or local government planning, engineering, capital projects management, or public administration is required. 2-3 years of progressively responsible supervisory experience.

AICP Certification is desired but not required.

Extensive knowledge of urban and neighborhood planning, civil and municipal engineering, and public construction projects management and administration methods and practices. Knowledge of modern policies and practices of public administration. Ability to manage multiple priorities; to prepare and analyze complex planning documents, reports, and drawings; and to carry out projects to their completion. Ability to communicate effectively verbally and in writing, to present complex issues clearly and effectively in public meetings, and to establish and maintain effective working relationships with employees, town officials, developers, contractors, and the general public. Must have the capability to efficiently and effectively administer the various functions of a multi-faceted department.

Requires frequent use of personal computer, including Microsoft Office Suite, Adobe software, calculator, telephone, and printer/copier.

Physical Demands:

While performing the duties of this job, the Planning Director is regularly required to sit, walk, and stand; talk or hear, both in person and by telephone; use hands repetitively, handle and operate standard office equipment; reach with hands and arms; and lift up to 15 pounds; bending and stooping, squatting, pushing/pulling, twisting at waist, upward and downward flexion of neck, side-to-side turning of neck. Specific vision abilities required by this job include close vision, distance vision 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. The noise level in the work environment is usually moderately quiet.