

POSITION DESCRIPTION
COUNTY OF DECATUR

POSITION: Area Plan Director

DEPARTMENT: Planning and Zoning

WORK SCHEDULE: 8:00 a.m. – 4:00 p.m. Monday –Friday

JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: July 2015

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Exempt

To perform the position described above successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Decatur County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as **Area Plan Director** for the Decatur County Planning and Zoning Department, responsible for administering Department operations and enforcing zoning ordinances, and developing and implementing the County's Comprehensive Plan.

DUTIES:

Area Plan Director

Directs Department operations and personnel, including administrative personnel programs, analyzing workload, maintaining proper staffing levels; interviewing and hiring job candidates, providing orientation and training for new staff, coordinating work assignments; establishing goals and standards, reviewing position responsibilities, conducting staff performance evaluations, making position and salary recommendations, and implementing disciplinary procedures and/or termination as warranted.

Oversees administration and enforcement of state codes and/or laws and local ordinances regarding zoning and subdivision control, and directs all inspections, issuance of permits, and code enforcement actions in accordance with applicable rules ordinances and rules. Sends notifications of violations to property owners and attends Court hearings as necessary.

Oversees maintenance of Department records and files, publishes and distributes reports, permit application plans, plats, maps, petitions, related ordinances and meeting notices, and endures convenient retrieval and access by the public.

Reviews land development/subdivision proposals to ensure compliance with applicable ordinances and confers with architects, property owners, town boards and contractors regarding development plans, code enforcement, and subdivision development issues.

Determines land classifications/uses and building and structure classifications and their permitted uses/restrictions.

Reviews applications for zoning changes and variances, proposed annexations and special projects/studies. Revises/updates zoning maps as directed by Plan Commission and Board of Commissioners.

Attends and facilitates Plan Commission meetings and participates in various board and community meetings, periodically making presentations and explaining policies, procedures, objectives and action on specific cases.

Conducts special studies and reports as directed by County boards.

Maintains and updates Plan Commission website.

Reviews and drafts amendments to local ordinances and the County Comprehensive Plan.

Provide grant writing assistance to communities and community organizations with Decatur County.

Prepares and submits annual Department budget, developing cost projections, attending budget hearings, and ensuring cost-effective operations. Compiles, prepares and disseminates annual Department report.

Maintains current knowledge of area planning, land use regulations, code enforcement areas, and applicable state and county codes through frequent reference to legal updates, manuals, and periodicals. Periodically attends seminars/conferences.

Occasionally provides expert testimony in legal proceedings/court.

Occasionally responds to emergencies on a 24 hour basis.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Area Plan Director

Baccalaureate Degree in Urban Planning and/or Development, Urban Geography or related field or a minimum of two (2) to three (3) years management experience in urban planning or closely related field.

Possession of and ability to maintain required Federal Emergency Management Agency (FEMA) certification.

Ability to meet all Department hiring requirements, including passage of a medical exam and drug test.

Thorough knowledge of and ability to make practical application of Department policies and procedures, federal and state laws and local ordinances regarding zoning, subdivision control, transportation, and land development, building and housing.

Thorough knowledge of County topography, and ability to read and interpret property legal descriptions, construction and subdivision development plans, plat and food plain maps, and aerial photos.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence, documents, and detailed written reports.

Knowledge of standard filing systems and ability to create and maintain Department files/records.

Ability to effectively supervise and delegate duties and responsibilities to Department personnel.

Ability to ensure proper preparation and administration of Department budget and related financial procedures and controls, ensuring cost-effective operations and maintenance of accurate records.

Ability to operate standard office equipment, including computer, typewriter, calculator, copier, fax machine, scanner and telephone.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Indiana Department of Transportation (INDOT), Department of Natural Resources (DNR), various boards/commissions, attorneys, consultants, and the public, including being sensitive to professional ethics, gender, cultural diversities with disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/difficult persons.

Ability to understand, memorize, retain, and carry out oral and written instructions.

Ability to compare or observe similarities and differences between data, people or things.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to compute/perform arithmetic operations, such as calculating land measurements, figuring square footage and determining charges.

Ability to work independently and with others in a team environment, often under pressure of formal schedules and deadlines, and on several tasks at the same time.

Ability to apply knowledge of people and locations, plan/coordinate activities of subordinates, maintain constructive relationships and utilize good judgment in difficult situations.

Ability to identify steps necessary to reach objectives, define practical courses of action, and put into effect changes in policies and procedures.

Ability to maintain positive community support and coordinate and present public speaking presentations.

Ability to understand and participate in the legislative process locally and as the state and federal level.

Ability to conduct on-site inspections to determine compliance with local codes and requirements.

Ability to provide expert testimony in legal proceedings/court.

Ability to regularly work extended hours and evenings, occasionally work weekends, and occasionally travel out of town for meetings/conferences, but not overnight.

Ability to occasionally respond to emergencies on a 24 hour basis.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Area Plan Director

Incumbent performs duties which are broad in scope and involve many variables and considerations, often with conflicting aspects. Incumbent exercises considerable judgment in interpreting precedents, adapting and applying ordinances to individual cases and complex circumstances, and projecting the impact of decisions on area communities.

III. RESPONSIBILITY:

Area Plan Director

Incumbent performs duties according to legal requirements and Department policies and procedures, discussing unusual or unprecedented situations, such as controversial land development, with supervisory boards/commissions and attorneys. Decisions and work product are periodically reviewed for technical accuracy and compliance with legal requirements. Decisions have considerable impact on developers, petitioners, and the community, with errors in decision possibly resulting in litigation against the County.

IV. PERSONAL WORK RELATIONSHIP:

Area Plan Director

Incumbent maintains frequent contact with co-workers, other County departments, INDOT, DNR, various boards/commissions, attorneys, consultants, and the public for purposes of exchanging information, executing policies, enforcing codes, and negotiating/resolving problems.

Incumbent reports directly to Plan Commission.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Area Plan Director

Incumbent performs duties in a standard office environment, involving sitting/walking at will, standing/walking for long periods, lifting/carrying objects weighing less than 25 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication, handling/grasping/ fingering objects and driving. Site visits may involve exposure to inclement weather, walking on rough terrain, and hazards often associated with building/construction sites, such as traffic, dust, dirt, fumes, noise, and heavy equipment. Incumbent maintains contact with the public and may be exposed to irate and difficult persons.

Incumbent regularly works extended hours and evenings, occasionally works weekends and may travel out of town for meetings/conferences. Incumbent occasionally responds to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of **Director of Planning and Zoning** describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Applicant/Employee signature

Date

Print or Type Name