

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Planning Services
Classified, GRADE 14
FLSA exempt position

PLANNING SUPERVISOR

GENERAL STATEMENT OF DUTIES: Supervises staff, planning projects, and programs related to land development; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This single member class is responsible for planning, organizing, and supervising the employees and functions of several major planning programs, such as physical planning or comprehensive planning. The incumbent works with limited supervision and works to create guidelines for new activities within the division. Conduct of the work requires considerable professional judgment. Planning Supervisor reports to the Assistant Director.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires climbing, reaching, standing, walking, fingering, handling, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required for making rational decisions through sound logic and deductive processes; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, and determining the accuracy and thoroughness of work; mental acuity is required to make rational decisions through sound logic and deduction; the worker is subject to inside and outside environmental conditions.

EXAMPLE OF WORK: (Illustrative only)

Oversee zoning and subdivision regulation review and interpretation;
Train, assign work to, supervise and evaluate assigned personnel;
Meet with developers to review site plans and correct discrepancies;
Review of construction site plans and subdivision plans for compliance with county codes and zoning regulations, and good planning practices;
Assist in revising the county's zoning and land development ordinances;
Serve as staff member to various boards and commissions;
Review field inspector reports and report errors;
Prepare and distribute monthly activity reports.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Comprehensive knowledge of the

principles and practices of planning; thorough knowledge of laws and regulations related to planning and ability to enforce them with firmness and tact; ability to perform technical research work and to give reliable advice on difficult planning projects; considerable ability in establishing and maintaining effective relationships with subordinates, other agencies, and the public; ability to communicate orally and in writing to a wide variety of individuals and groups, demonstrated ability to supervise and to obtain the cooperation of others in difficult situations; mature judgment; operational knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Bachelor's degree from an accredited four-year college or university in land-use planning, urban planning, public administration or a closely related field (MPA or MBA desirable) with considerable related experience, preferably in a local government; or any combination of experience, and training which provides the required knowledge and skills.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid driver license issued by the State of Delaware. Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Employee Acknowledgment

REV. 12.10.91
REV. 7/1/94
REV. 07/01/00
REV. 07/01/01
REV. 12/11/01
Rev. 07/01/03
Rev. 07/01/15
Rev. 07/01/18