

KENT COUNTY POSITION DESCRIPTION

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

Department of Planning Services  
Unclassified, GRADE 19  
FLSA exempt position

**DIRECTOR OF PLANNING SERVICES**  
**(Planning Director)**

GENERAL STATEMENT OF DUTIES: Performs executive level responsibilities in the administration and operation of the Department of Planning Services; performs all responsibilities of County Planning Director; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for the overall administration of a comprehensive planning and land development regulation process in accordance with Federal, State and local laws. Oversees development and maintenance of a county-wide geographic information system and community development program. Supervision is exercised over division managers and staff members. Represents the County on matters relating to development issues under the general policy direction of the County Administrator.

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 reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; 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; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions; mental acuity is required to make rational decisions through sound logic and deduction; the worker is not subject to adverse environmental conditions.

EXAMPLE OF WORK: (Illustrative only)

Provide professional planning and development advice to the County government;  
Oversee the evaluation of land use proposals for conformity to established plans and ordinances;  
Provide leadership and direction in the development of short and long range plans and projects;  
Coordinate activities with other departments and agencies as required;  
Monitor the administration and enforcement of a variety of building and zoning codes;  
Communicate official plans, policies and procedures to staff and the general public; Coordinate development, maintenance and integration of a geographic information system; Prepare annual budget and approve expenditures in compliance with approved budget; Review and make final Department decision on personnel matters;

Provide technical and administrative support to elected officials and assigned committees.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Comprehensive knowledge of community development, planning and zoning administration, and comprehensive plans including the formulation, process for adoption and enforcement; extensive knowledge of planning programs and processes; working knowledge of building inspection, codes and code enforcement; thorough knowledge of mapping and geographic information systems; ability to communicate orally and in writing to a wide variety of individuals and groups; ability to establish and maintain effective relationship with subordinates, contractors, County officials, Federal and State agencies and the public; demonstrated ability to lead and supervise the work of professional and non-professional assistants; good professional judgement; working knowledge of personal computers and related 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 seven to ten years of related experience, three of which must be in a supervisory capacity, preferably in a local government; or any equivalent combination of experience and training determined by Levy Court. Must possess and retain designation as a "Certified Planner" from the American Institute of Certified Planners.

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.

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Employee Acknowledgement

Est. 07/01/00

Rev. 07/01/06

Rev. 07/01/15

Rev. 07/01/18