

KENT COUNTY POSITION DESCRIPTION

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

Department of Planning Services
Classified, GRADE 16
FLSA exempt position

ASSISTANT DIRECTOR OF PLANNING SERVICES

GENERAL STATEMENT OF DUTIES: Plans, directs and coordinates the administration of the County land planning activities, the Community Development Block Grant Program, housing programs, Geographic Information Systems, mapping, property addressing for emergency response, and related planning information networks, building inspections, codes enforcement; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a single position class responsible for the overall administration of County zoning ordinance, State mandated comprehensive land planning regulations, land development regulations, Community Development Block Grant program, GIS, building inspections, and code enforcement. The work involves dealing with contractors, citizens, and other governmental officials. General supervision is received from the 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 reaching, fingering, and grasping; 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; visual acuity is required for color perception, preparing and analyzing written or computer data, 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; mental acuity is required to make rational decisions through sound logic and deduction; the worker is not generally subject to adverse environmental conditions.

EXAMPLE OF WORK: (Illustrative only)

- Supervise and provide administrative direction to staff;
- Review staff interpretations of ordinances, subdivision plans, etc. for compliance;
- Coordinate the activities of the division with county departments and other agencies;
- Supervise the preparation and maintenance of the Kent County Comprehensive Plan;
- Oversee assigned federal grants and state funded programs;
- Supervise property map preparation and updating of computerized County maps;
- Manage the compilation and maintenance of 911 addressing assignment and maps;
- Direct and manage electronic media applications, graphics, and exhibits for department;
- Formulate and revise the county's land development ordinances;
- Represent the county on various committees and meet with officials and agencies;

Review and make recommendations on CDBG capitol requests and facility sites;
Oversee and administer building construction inspections and code enforcement;
Assist in preparation of annual budget;
Provide administrative support to various boards and the commissions;
Integrate County planning programs with that of other agencies;
Prepare technical and administrative reports;
Address civic and other groups to explain the objectives and work of the division.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Comprehensive knowledge of community development and planning administration; some knowledge of Geographic Information Systems (GIS) programs, Computer Aided Design (CAD) programs and various related computer programs; good knowledge of building code program and code enforcement provisions; comprehensive knowledge of management, finance and operational management; 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 seven to ten years of related experience, three of which must be in a supervisory capacity including some GIS or CAD work, 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. Must possess and retain designation as a "Certified Planner" from the American Institute of Certified Planners.

Employee Acknowledgment

REV. 12/10/91
REV. 7/1/94
REV. 1/11/99
Rev. 07/01/00
Rev. 07/01/03
Rev. 07/01/15
Rev. 07/01/18