

Title: Assistant Director of Planning Services
Department: Planning Services
Division/Office: Administrative Section



Grade 2127; FLSA Exempt position; Category: Classified; Job Code: ATPL; Rev.:07/01/2021

General Description

The purpose of this position is to provide direction and 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.

This position works under administrative supervision, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- 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, and codes enforcement.
- Assists the staff and general public in understanding complex planning principles and practices.
- Serves as a staff member at Levy Court, Regional Planning Commission, Board of Adjustment Meetings and other boards/committees.
- Supervises zoning and subdivision regulation review and interpretation.
- Assists in revising the county's zoning and land development ordinances.
- Reviews site plans and subdivision plans for compliance with all ordinances and regulations and good planning principles.
- Supervises the preparation and maintenance of the Kent County Comprehensive Plan.
- Research requests for all planning application types.
- Meet with developers to review site plans and correct discrepancies.
- Performs related work as required.

Additional Requirements:

Comprehensive knowledge of community development and planning administration; some knowledge of Geographic Information Systems (GIS) 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

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judgment; operational knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

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.

Americans with Disabilities Act 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 fingering, 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 to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for preparing and analyzing written or computer data, 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.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Must possess/obtain and retain American Institute of Certified Planners (AICP) within 18 months of selection.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement