

**Title: Director of Planning Services**  
**Department: Planning Services**  
**Division/Office: N/A**



Grade 2133; Salary position; Category: Classified; Job Code: DPLN; Rev.:07/01/2021

### **General Description**

The purpose of this position is to plan, direct, and supervise the activities and programs of the Planning Services Department. Assist elected officials in implementing public policy affecting the logical, sound growth and management through comprehensive planning, development plan review, inspections and code compliance, community development, and land use and zoning regulations.

This position develops, administers, and implements programs within organizational policies and County Ordinances. The Director of Planning Services is hired by, reports to, and is evaluated by the County Administrator.

### **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.
- Provides explicit technical information and expertise involving planning, zoning, land use and development approval processes to both internal and external customers including staff, other departments, citizens, and developers.
- Manages the preparation of various technical planning reports and documentation for the dissemination of information to staff, Boards and Commissions.
- Directs the evaluation of land use proposals for conformity to established plans and ordinances.
- Provides leadership and direction in the development of short- and long-range plans and projects.
- Monitors the administration and enforcement of a variety of building and zoning codes.
- Communicates official plans, policies and procedures to staff and the general public.
- Coordinates development, maintenance and integration of a geographic information system.
- Prepares annual budget and approves expenditures in compliance with approved budget.
- Performs related work as required.

### **Minimum Education and Experience Requirements:**

Requires Bachelor's degree in regional planning, public administration, geography, engineering or related field supplemented by six (6) years of progressively responsible professional planning, engineering or related experience or possession of any equivalent combination of education, training, and experience.

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**Additional Requirements:**

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 judgment; working knowledge of personal computers and related 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 and retain designation as a Certified Planner (AICP).

**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.

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Employee Acknowledgement