

**Title: Planning Supervisor**  
**Department: Planning Services**  
**Division/Office: Planning Section**



Grade 2124; FLSA Exempt position; Category: Classified; Job Code: PLSU; Rev.:07/01/2021

### **General Description**

The purpose of this position is to supervise the functions and activities of the Planning section and provide services to the Regional Planning Commission, Board of Adjustment, other municipal or state agencies, and the general public.

This position works independently, under limited supervision, reporting major activities through regular meetings.

### **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.
- Supervises zoning and subdivision regulation review and interpretation.
- Meets with developers to review site plans and correct discrepancies.
- Reviews construction site plans and subdivision plans for compliance with county codes and zoning regulations, and good planning practices.
- Assists in revising the county's zoning and land development ordinances.
- Serves as staff member to various boards and commissions.
- Reviews field inspector reports and report errors.
- Prepares and distributes monthly activity reports.
- Performs related work as required.

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

Requires a Bachelor's degree in urban planning, engineering, public administration or closely related field and six (6) years of professional planning experience with a municipal government agency or possession of any equivalent combination of education, training, and experience.

### **Additional Requirements:**

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.

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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.
- Certification through the American Institute of Certified Planners preferred.

**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