



City of Lindsay
JOB DESCRIPTION
PLANNING & ECONOMIC DEVELOPMENT DIRECTOR

Class Title: PLANNING & ECONOMIC DEVELOPMENT DIRECTOR
Department: PLANNING & ECONOMIC DEVELOPMENT
Location: 251 E. HONOLULU

GENERAL PURPOSE

Performs a variety of supervisory, administrative and technical work in the current and long range planning programs of the city related to the development and implementation of land use and related municipal plans and policies.

SUPERVISION RECEIVED:

Works under the general guidance and direction of the Community Development Director.

SUPERVISION EXERCISED

Exercises supervision over assistant, associate or specialty planners as assigned. May supervise support staff, part-time or temporary employees as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Serves as a team leader in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides technical and professional advice; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Determines work procedures, prepares work schedules, and expedites workflow.

Maintains harmony among workers and resolves grievances;
Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes.

Assists in the development and implementation of growth management, land use, economic development, utility, housing, transportation, facilities, solid waste or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements.

Evaluates land use proposals for conformity to established plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans of the City and make recommendations.

Evaluates land use proposals to insure compliance with applicable City, State or Federal laws.



Provides staff support to the Planning Commission as needed and assigned.

Evaluates environmental information and recommends mitigation measures to reduce adverse impacts of development.

Assists city staff in the enforcement of local ordinances and in interpreting city codes and master plans.

Assists in designs for parks, streetscapes, landscapes and other municipal projects.

Serves when needed as a member of a planning task force composed of City, County or State groups.

Prepares and writes grant application components relating to geographics, maps, plats, site plans, etc.

Develops and maintains a data base of information for planning purposes.

Responds to local citizens inquiring about city planning and zoning regulations and ordinances.

Coordinates and manages planning consultant contracts.

PERIPHERAL DUTIES

Serves as a member of various staff committees as assigned.

Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from an accredited four-year college or university with a degree in land-use planning, urban planning, landscape architecture or a closely related field, and
- (B) Four (4) years experience in municipal planning; or
- (C) Any equivalent combination of education and experience, additional education substituting on a year for year basis for the required experience.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement; Extensive knowledge of planning programs and processes; Working knowledge of Personal Computers and GIS applications;
- (B) Skill in the area of drafting & designing; Skill in the operation of the listed tools and equipment.
- (C) Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public; Ability to establish effective working relationships.

SPECIAL REQUIREMENTS:

Valid State Driver's License, or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing; motor vehicle; calculator; phone; copy and fax machine; tape measure.



PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.