



TOWN OF YOUNTVILLE JOB DESCRIPTION

PLANNING/BUILDING DIRECTOR

DEFINITION

Coordinates the administrative and program activities of the Town's planning and building operations, and provides staff assistance to the Town Manager, Town Council, Zoning and Design Review Board, and various other planning-related Town committees.

DISTINGUISHING CHARACTERISTICS

The Director has responsibility for developing planning policies and programs and for the fiscal management of the Town's planning and building department related activities. The incumbent is responsible for accomplishing the Town's planning goals and objectives and for ensuring that these goals and objectives are provided to the community in an effective, cost efficient manner.

SUPERVISION RECEIVED/EXERCISED

Policy direction is provided by the Town Council and administrative direction is provided by the Town Manager. Supervisory responsibilities entail assignment specific instructions to clerical support staff and professional staff.

ESSENTIAL DUTIES

Serves as staff to Town Manager, Town Council, and Town committees, including Zoning and Design Review Board and other designated Committee; analyzes planning and planning-related development projects; ensures that development proposals conform to applicable master plans and regulations; interprets planning and planning-related ordinances and advises citizens; provides oversight of Town housing related programs; provides public information concerning community issues; reviews and makes recommendations on zoning and permits; performs special projects as directed by Town Manager and Town Council; provides professional assistance on a variety of Town matters to Town Manager; prepares and presents reports to Town Council; researches and analyzes various issues and prepares recommendations; develops General Plan and vision for future; assists property owners and builders to meet planning requirements; serves as Building Official and provides administrative oversight and direction for building permit operation including supervision of contracted building department staff and assigned administrative support staff; develops and manages departmental budget; may serve as acting Town Manager.

OTHER DUTIES

Trains, supervises, and motivates planning staff including consultants; reviews and coordinates engineering projects and plans with Public Works Director/Town Engineer and ensures conformance to Town regulations. May be assigned to various committees and task forces as assigned. May participate in various local and regional task forces related to issues affecting the Town: housing, environmental, growth management, NCTPA, ABAG, etc.

QUALIFICATIONS

Experience/Education

Sufficient experience and education in advanced and current planning to coordinate the Town planning activities in an effective and cost efficient manner. A typical way of obtaining the required qualifications is to possess the equivalent to five years of responsible, professional governmental planning experience and possess the equivalency of a Bachelor's degree from an accredited educational institution with a major in urban or regional planning or other closely related field.

Knowledge/Ability

Comprehensive knowledge of modern principles and practices of urban planning and development, including municipal program development and administration; methods and techniques of effective technical report preparation and presentation; research methods and sources of information related to urban planning and development; recent developments, current literature and sources of information related to municipal planning and administration; pertinent federal, state, and local rules, regulations, and ordinance. General knowledge of budgeting procedures and techniques and principles and practices of supervision, training, and personnel management. Ability to organize, direct, and implement a comprehensive current or advance planning program; identify, coordinate, and resolve a wide variety of interests in the development of the land use policy; ensure program compliance with federal, state, and local rules, laws, and regulations; interpret and apply pertinent laws, rules, and regulations; prepare and analyze technical and administrative reports, statements, and correspondence; establish and maintain cooperative working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing.

Working Conditions

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and crouching in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in reading maps, writing reports, and using a computer keyboard. Additionally, the position requires near, far, and color vision in reading maps and reports, using the computer, looking at property, and acute hearing is required when providing phone and counter service. The need to lift, carry, and push plans, file boxes, and to set up tables weighing up to 25 pounds also is required. The nature of the work requires the incumbent to visit properties and make site reviews in all weather conditions including wet, hot, and cold and exposes the incumbent to fumes, dust, contaminants, and above average noise. The incumbent also must be available to be called for local emergencies, attend meetings in various other towns and cities, work irregular or extended hours to attend various committee meetings and work with constant interruptions, and at times, with demanding, angry, and violent clients when discussing and enforcing codes.

Approval: Brad Raulston Resolution No. _____
Town Manager

Effective Date: 12/17/2024

Revision History: Version: _____ Effective Date: _____