MONTGOMERY COUNTY JOB DESCRIPTION

Job Title: Director, Planning  Department: Regional Planning Commission

Date: December, 2011  Reports To: Regional Planning Commission

PURPOSE OF JOB

Implements policies set out by the Planning Commission, the Clarksville City Council and the Montgomery County Commission. Manages, coordinates and organizes the agency's overall operation and serves as professional advisor to the Regional Planning Commission, City Council and County Commission. Responsible for developing, maintaining and administering a comprehensive planning program for Clarksville and Montgomery County. Acts as the Chief Executive Officer of the Regional Planning Commission and exercises supervision of all of its activities, policies, procedures, and employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, evaluates and coordinates staff, handles employee concerns and problems, assigns work, counsels employees and conducts disciplinary and other personnel actions.

Prepares and administers the Planning Commission's budget; approves purchases for the Planning Commission subject to available funds; monitors expenditures for budget compliance.

Develops general master plan programs for overall planning operations including updates of land use, zoning, subdivision, transportation and housing studies; administers local planning and transportation planning programs.

Interprets federal, state and local regulations and ordinances. Determines regulating limitations on projects.

Formulates planning policy recommendations for presentation to the Regional Planning Commission; presents findings and recommendations on planning matters to County Commission and City Council members.

Reviews and recommends development proposals for compliance with various developmental regulations and with principles and practices of effective planning and land use; approves subdivision plats for recording in County Register's Office.

Oversees the collection, organization and maintenance of social, economic, governmental, regulatory and census data for use in technical studies and reports; directs and participates in studies and collection of data in the field as needed. Requisitions graphic and narrative reports on land use data.

Conducts annexation studies; prepares and presents specific reapportionment proposals.
Directs maintenance of the address system for E-911.

Serves on various boards, committees and commissions.

Consults with and advises developers, contractors, members of the general public, various organizations and agencies, elected officials and attorneys on planning related issues and legal matters relating to planning functions.

Prepares, maintains and/or oversees the preparation of required documentation including, but not limited to, budget and long-range improvement plan, administrative and special reports, ordinances and resolutions, technical study reports, maps and charts, agendas, personnel policies and procedures, employee job descriptions, routine correspondence, etc.

Performs public speaking duties.

Assists with special projects and may substitute for staff in periods of temporary absence.

Attends meetings, seminars and training sessions as required to remain knowledgeable of departmental operations, to discuss planning related subjects and to promote improved job performance.

Evaluates information to determine feasibility of proposals and identifies factors requiring amendment on a frequent basis.

**MINIMUM TRAINING AND EXPERIENCE**

A Bachelor’s degree required; Master’s degree preferred, in Urban or Regional Planning, Civil Engineering or related field. Six to nine years of public management and planning experience, preferably within a local government (or related). AICP certification is preferred, excellent project management and oral and written communication skills.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of office equipment such as a computer, printer, calculator, copy machine, telephone, photographic equipment, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for sedentary work.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATIONS:** Requires the ability of speaking and/or signaling people to convey or exchange technical, financial and administrative information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with voice control and confidence using correct English and a well-modulated voice.
INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques, to make independent judgments and to acquire knowledge of topics related to the job of Planning Director.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected officials, to explain procedures and policies and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas, add and subtract totals, multiply and divide, determine percentages, determine time and weight and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment, GIS, and photographic equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment, computer and photographic equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and hear: (talking-expressing or exchanging ideas by means of spoken words). (Hearing-perceiving nature of sounds by ear).

KNOWLEDGE OF JOB

Has extensive knowledge of the policies, procedures, and activities of City, County, and urban planning practices as they pertain to the performance of duties relating to the job of Planning Director. Has extensive knowledge of planning and management practices as necessary for the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives. Is able to develop and implement long-term goals for the department to promote effectiveness and efficiency. Knows how to keep abreast of any changes in policies, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, management, human relations, and technical skills. Is able to use independent judgment and discretion in supervising subordinates including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations using percentages and decimals. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.