



## **PLANNING AND DEVELOPMENT DIRECTOR**

### General Statement of Duties

Performs difficult, professional and administrative work directing the activities of the Planning and Development Department.

### Distinguishing Features of the Class

An employee in this class performs technical, administrative, supervisory and professional work in directing and coordinating the activities of the Planning and Development Department and the building inspection and code enforcement programs to insure the orderly growth and efficient administration of County resources, including short and long range programs. Work involves the program development of special projects which requires the application of professional and technical knowledge as well as the ability to formulate programs and direct progress. Responsibilities also include enforcement of various ordinances and regulations such as the zoning, mobile home parks, CAMA, subdivision, flood plain and sign ordinance. Work also includes coordinating and administering special projects. Considerable tact and courtesy must be exercised in frequent contacts with County, municipal, state and federal officials and private citizens. Work is performed under the general supervision of the County Manager and is evaluated through periodic conferences and reports in terms of overall results achieved.

### Duties and Responsibilities

#### Essential Duties and Tasks

- Plans and organizes project activities; establishes goals and objectives; recommends and administers policies and procedures; develops and recommends budget for staffing, equipment, materials and supplies, and monitors expenditures.
- Provides functional and administrative supervision of the code enforcement program; deals with the public and problem solves with staff.
- Supervises the reviews of plans from developers and property owners to insure compliance with County zoning, subdivision, mobile home and other land use ordinances and regulations.
- Analyzes County problems, needs, programs, services and requests for assistance; recommends project priorities.
- Acts as staff advisor to the Planning Commission and Board of Adjustments, and serves on various other related committees.
- Provides staff support for the Planning Commission, Technical Review Committee and Board of Adjustment.

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- Provides planning assistance and coordinates planning projects with municipalities in the County.
- Supervises the gathering and analysis of statistical and narrative data pertaining to population growth, land use and economic development.
- Directs the preparation of charts, maps, graphs and other illustrative material for presentation to elected officials, appointed boards, community groups and concerned citizens; participates in meetings and public hearings to explain recommendations and planning proposals.
- Coordinates documents and serves as official custodian of existing state and federal grants; compiles information for and assists in the preparation of grant proposals upon request.
- Coordinates County planning activities with affected municipal, state, federal and private agencies.
- Prepares contractual agreements for technical services provided by consultants.
- Directs the recruitment, selection and training and evaluation of departmental employees.
- Supervises preparation of the Department budget and monitors expenditures.
- Advises the Board of Commissioners, County Manager, Assistant County Manager and other staff on development and planning matters.
- Coordinates the review and approval or recommendation of site development plans and subdivision plats.

Additional Job Duties

- Stays abreast of professional developments in the field of planning through outside reading, study and attendance at professional meetings.
- Performs related work as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

- Thorough knowledge of principles and practices of rural and urban planning.
- Thorough knowledge of governmental programs, laws, grants and services pertinent to the planning process.
- Thorough knowledge of the environmental and socioeconomic implications of the planning process.
- Considerable knowledge of management techniques as applied to local government administration.
- Considerable knowledge of planning, building code regulations, zoning codes, ordinances and legislation.
- Skill in the collection, analysis and presentation of technical data and planning recommendations.
- Ability to establish and maintain effective working relationships with the general public and with County, municipal, state and federal agencies.

- Ability to analyze planning problems and to determine the data required for their solution.
- Ability to prepare comprehensive master County plans and maps and maintain them with technical accuracy.
- Ability to resolve conflicts through mediation.
- Ability to express ideas effectively orally and in writing.
- Ability to assign and coordinate work of other employees.

#### Physical Requirements

- Work requires the exertion of up to 25 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires kneeling, crouching, crawling, reaching, and walking.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and detailed or loud talking to convey detailed or important spoken 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.
- Visual acuity is required for distance vision, depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- Worker is subject to inside and outside environmental conditions.
- Work is generally performed in a moderately noisy environment (e.g. business office with typewriters and/or computer printers, light traffic).

#### Desirable Training and Experience

Graduation from a four-year college or university with a degree in planning or related field; a Master's degree in planning or public administration preferred. Extensive experience in urban or regional planning at the local government level including extensive supervisory experience; or an equivalent combination of education and experience.

#### Special Requirements

Possession of a valid North Carolina driver's license upon hire.  
Obtain AICP Planner's Certification within one year of employment.  
Must reside in Carteret County within one year of employment.

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a completed job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.