

JOB DESCRIPTION



JOB IDENTIFICATION			
<i>Job Title:</i>	Planning Director	<i>Pay Grade:</i>	EAP-12
<i>Department:</i>	Economic Development	<i>FLSA Status:</i>	Exempt
<i>Location:</i>	Economic Development Office	<i>Reports to Position:</i>	City Manager
<i>Effective Date:</i>	March 3, 2020		

JOB SUMMARY

Under general direction reviews laws, regulations and ordinances relating to land use; reviews planning texts, publications and Internet resources to obtain current information on approaches and trends in city planning; develops and recommends approval of city planning policies and procedures, drafts resolutions and ordinances, reviews special and controversial plans, conducts investigations and makes recommendations; confers with local authorities and officials on goals for planning in residential, commercial and industrial community facilities and transportation areas; arranges and coordinates the development or revision of plans; facilitates Planning Commission actions on approval of new subdivisions and/or replats and recommendations to City Council on rezoning requests; writes grant proposals to fund planning and economic development projects, administers grants and ensures work is carried out according to terms and performs additional tasks as assigned or upon request of City Manager.

ESSENTIAL JOB DUTIES AND/RESPONSIBILITIES

The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.

- Reviewing planning texts, publications, Internet resources and other material to obtain current information on concepts, principles, approaches and trends in city planning
- Reviews Federal and State laws and regulations as well as City ordinances relating to land use
- Compiles and analyzes data on economic, social and physical factors affecting land use including riverfront land, transportation requirements and regulatory requirements
- Establishes and maintains appropriate reference materials and databases

- Communicates with the legal department of the Alabama League of Municipalities on various matters
- Develops and recommends approval of City planning policies and procedures
- Facilitates Planning Commission action on approval of new subdivisions, replats and recommendations to City Council rezoning requests
- Drafts resolutions and ordinances for action by City Council
- Reviews special and controversial plans, conducts investigations and makes recommendations
- Serves as liaison with the Lee-Russell Council of Governments on planning and economic development projects and programs
- Serves and liaison to ADECA and ALDOT, FEMA, NRCS and Russell County Historical Commission
- Attends MPO meetings
- Maintains affiliation with the Alabama Planning Institute
- Writes grant proposals to fund planning and economic development projects and submits to appropriate issuing agency
- Administers administration of funded grants, ensures that work is carried out according to the terms and conditions of the grants and maintains records and reports on grants
- Attendance to meetings, seminars and conferences to remain current on practices and new development in the field

QUALIFICATIONS

Education and Experience Guidelines

Any combination of education and experience that would like provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

Education and Training

Bachelor's Degree in business, economics, public administration, landscape architectures or other field with strong foundation in planning

Experience

5 years increasing responsible professional experience in planning and economic development

Licenses or Certification Required

Valid driver's license

AICP Certification

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

Knowledge of:

- Concepts, principals and techniques of comprehensive and regulatory planning
- Landscape architecture, engineering, building construction and transportation
- Federal and State laws and regulations including state codes 11-52 as relating to Planning Commission activities

Ability to:

- Read and comprehend technical literature, maps, plans, regulations, reports, financial statements and other highly complex material
- Accurately prepare directives, memoranda, correspondence, press releases, narrative reports and similar documents
- Verbally communicate to express unfamiliar and often controversial ideas clearly and concisely in a public setting as well as negotiating and convincing persons holding significant positions and authority
- Analyze numerical data to use statistical methods to compute trends, means and standard deviations and other statistics
- Utilize technology including word processing, spreadsheets, databases and specialized planning software to streamline work
- Develop strategic and operational plans

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodation needed to perform the essential duties of this position.

Environment: Work location will be both indoors and outdoors

Physical Demands: See accompanying page for details

Key Working Relationships: Elected officials, City Administration, Civic and Business Leaders and Officials of State and Regional agencies

APPROVAL/ACKNOWLEDGEMENT

_____	_____	_____
Department Head	Title	Date
_____	<u>HR Director</u>	_____
Human Resources Director	Title	Date
_____	<u>City Manager</u>	_____
City Manager	Title	Date
_____	_____	_____
Incumbent Employee Printed Name and Signature		Date

PHYSICAL REQUIREMENTS – PLANNING DIRECTOR – ECONOMIC DEVELOPMENT

Rare 0%-10% of the time	Occasional 11%-33% of the time	Frequent 34%-66% of the time	Continuous 67%-100% of the time
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LIFT/CARRY				
1-10 lbs		X		
11-20 lbs		X		
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

PUSH/PULL				
1-10 lbs		X		
11-20 lbs		X		
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

MOVEMENT				
Bend/Stoop/ Twist	X			
Crouch/ Squat	X			
Kneel/Crawl	X			
Reach Above Shoulders	X			
Reach Below Shoulders	X			
Repetitive Arm Use	X			
Repetitive Wrist Use		X		
Repetitive Hand Use				
a) grasping	X			
b) squeezing	X			
Climb Stairs/Ladder		X		
Uneven Walking Surface			X	
Even Walking Surface			X	

HEARING/VISION/DEXTERITY			
	N/A	AVERAGE	LOW
Hearing Acuity		X	
Visual Acuity		X	
Manual dexterity		X	

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EQUIPMENT USE & OPERATION				
Motor Vehicle		X		
Heavy Equipment (Backhoe, dump truck)	X			
Large Apparatus (Fire Truck, Street Sweeper)	X			
Small Equipment (Mower)	X			
Handheld tool/equipment (tamps, weed eaters, shovel)	X			

WORK WITH/NEAR				
Machinery	X			
Electricity	X			
Power Tools	X			
Impact Tools	X			
Chemicals	X			
Fumes	X			
Heights	X			

ENVIRONMENT				
Indoors			X	
Outdoors		X		
Extreme Heat		X		
Extreme Cold		X		
Dusty	X			
Excessive Noise	X			
Other (explain)				

ENDURANCE		
Task	Hours at One Time	Total Hours in an 8 Hour Day
Sit	3	8
Stand	2	4
Walk	2	1

Additional Considerations (including clarification of any of the above)
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