

COUNTY OF LEELANAU
JOB DESCRIPTION

PLANNING & COMMUNITY DEVELOPMENT DIRECTOR

Supervised by: County Administrator
Supervises: Planning & Community Development Employees
FLSA: Non-Exempt

General Summary:

Under the direction of the County Administrator, serves as Director of the Planning and Community Development Department, organizing and directing the development of programs and plans to guide future utilization of land, physical facilities, and resources. Assists the various boards and commissions and community residents with questions concerning planning, zoning, and county programs. In addition, supervises assigned staff involved in Planning and Community Development Department activities.

Essential Job Functions:

An employee in this position may be called upon to perform any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to satisfactorily perform.

1. Supervises department personnel, organizes and directs general administration of the Planning and Community Development Department, and coordinates and implements various planning programs.
2. Represents the department as the professional advisor at Planning Commission meetings and other subcommittee meetings. Prepares staff reports, agendas, meeting materials and proper public notices, and advises the Commission of regional and state activities.
3. Administers the Leelanau County Housing Program, overseeing and coordinating all activities of the Housing Manager, contractors and homeowners.
4. Represents the department as the professional advisor at Solid Waste Council meetings. Oversees the County's contract for recycling services, household hazardous waste program and other solid waste issues.
5. Works with the appropriate committees to prepare, revise, and administer various documents and plans such as: The County's General Plan, Solid Waste Management Plan, Address Ordinance, and Capital Improvement Program (CIP).

6. Prepares the annual department budget as well as a proposed annual budgets for the Planning Commission, Solid Waste Council, Housing Programs, General Plan and special projects. Administers current budgets, monitors expenditures, revenues and revisions.
7. Conducts planning studies of County resources and physical surroundings, identifying trends, producing courses of action and developing priorities. Makes authoritative recommendations based on available facts, and may prepare various documents and plans.
8. Frequently responds to requests for information by phone, through written correspondence or in meetings with community residents. Assists County agencies, Townships, and Villages with zoning and planning issues.
9. Utilizes the Geographic Information System (GIS) and aerial photography for the development of municipal plans and programs.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A Bachelor's degree, or equivalent, in urban planning, public administration, economic development, or a related field.
- Three years' experience in land use planning or a related field.
- A Michigan vehicle operator's license.
- Knowledge of the principles, practices and techniques of modern land use planning.
- Knowledge of professional public management techniques involved in budgeting, personnel administration, labor relations, and operations management.
- Knowledge of State and Federal laws and other regulations governing land use.
- Knowledge of the practices of plan review and site inspection.
- Skills to effectively communicate ideas and make presentations in a public forum.
- Skill in compiling and evaluating planning, land-use, and zoning code guidelines and formulating policy, standards and recommendations.

- Ability to establish and maintain effective working relationships with the media, the public, other employees, and government units.
- Ability to critically assess situations, solve problems, work effectively under stress, within deadlines, and in public situations.
- Ability to travel to other locations.

Physical Demands and Work Environment:

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

While performing the duties of this job, the employee will regularly be required to communicate with others in person and on the telephone. The employee will need to compose and read written and computerized documents, plans and maps. Employee will be required to travel to locations within and outside of the County. The employee frequently will need to lift and/or move objects of light to moderate weight.

While performing the duties of this job, the employee regularly works in a business office setting. The employee is occasionally exposed to outside weather conditions during travel and inspecting of homes and/or development sites. The noise level in the work environment is usually quiet; however, may become loud outside of the work environment.