

**WASHINGTON COUNTY**  
Job Description

**JOB TITLE: Planning & Rural Development Director**

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Exempt (Y/N): Yes

DEPARTMENT: Planning Department

REVISION DATE: October 2015

SUPERVISOR: Chief of Staff

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**SUMMARY:**

The Planning & Rural Development Director is under the general supervision of the Chief of Staff and responsible for the administration of all the activities of the Planning Department and the development of comprehensive plans and programs for utilization of land and physical facilities within Washington County. The Director provides recommendations to the County Judge, County Planning Board and Quorum Court regarding the planning and policies of the land development and zoning of Washington County. The Director works with the Planning Board and Zoning Board of Adjustments and the Quorum Court to implement planning and zoning regulations.

The Planning Director position requires a high mental demand as multiple projects that can vary greatly in type and requirements are processed and analyzed by this position. This position requires an intense amount of public contact, as well as contact with a variety of other department heads, the County Judge, the County Chief of Staff and other businesses and agencies. Critical thinking skills are of utmost importance in this job- as well as excellent communication and interpersonal skills. The incumbent must perform all tasks with minimal supervision from the Chief of Staff and direct and supervise the five Planning Department employees in order to meet department duties and directives. Organizational skills and good knowledge of computers is imperative. Accuracy in work is of utmost importance in this job to avoid the potential for legal action against the organization. Knowledge of state and federal laws regarding planning is required in addition to a bachelor's degree and a minimum of 5-7 years' experience (or equivalent combination of education and experience).

The Planning Director must demonstrate the ability to exercise sound judgment and take responsible actions as a County representative during contact with the public, elected and appointed officials, developers and other County employees.

The Planning Director must understand the customer base and seek to meet the needs of the community.

The Planning Director must identify, analyze and solve problems in support of department and organization objectives; consider cause and effect among different factors or stakeholders of a problem.

The Director must enable and empower employees within the Department to work more effectively.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. The Planning Director plays a critical role in safeguarding the public health, safety, and welfare through the administration of Washington County's planning ordinances, regulations, and zoning.
2. Compiles and analyzes data on economic, social, and physical factors affecting land use, and prepares or requisitions graphic and narrative reports on data.
3. Confers with local authorities, civic leaders, and land planning and development specialists to devise and recommend arrangements of land and physical facilities for residential, commercial, industrial, and community uses.
4. Provides extensive research necessary to compile data for use by the Quorum Court and Planning Board in making planning studies and educated decisions regarding planning matters. Summarizes information from maps, reports, field and file investigations, and books. Compile maps and prepare statistical tabulations, computations, charts, and graphs to illustrate planning studies in areas such as population, transportation, traffic, land use, zoning, proposed subdivisions, and public utilities.
5. Recommends governmental measures affecting land use, public utilities, community facilities, and housing and transportation to control and guide community development. Reviews and evaluates environmental impact reports applying to specified private and public development projects and programs. Make surveys of traffic flow, parking, housing, educational facilities, recreation, zoning, and other conditions that affect planning studies.
6. Perform duties as Washington County Floodplain Administrator. Certified Floodplain Manager is preferred. If not certified, the Director should receive certification within one year of hire. Evaluate all floodplain activity, as per NFIP Regulation (FEMA), in all unincorporated areas of the County. This includes periodic floodplain sweeps, providing floodplain information and education to County citizens, processing, reviewing and making determinations on all floodplain applications submitted to the office. During times of flooding emergency, this entails working closely with the emergency management department to obtain lists of damaged properties in the floodplain areas, activating Planning Staff to inspect all relevant damage, make determinations of substantial damage, and permit all needed repairs. The Director will also train the Planning employees in floodplain management and application review.
7. Attend Planning Board, Quorum Court, Budget Meetings, and County Services meetings after regular working hours. Attend other special committee meetings as needed.
8. Provide detailed staff reports on each current project to the Planning Board each month to facilitate informed decision making by the Board. Provide thorough reports to the Quorum Court for Conditional Use Permits and Zoning matters. Supervise Senior Planner and Planner in their creation of staff reports. Provide monthly updates from the

Planning Office to the County Services Committee. Advise special committees or taskforces created by the Quorum Court or County Judge. Attend meetings (as needed) in cities within the County to facilitate efficient planning between incorporated and unincorporated areas of the County.

9. Review and evaluate all plans submitted to this office on a monthly basis. Assign projects to Senior Planner, Planner, and Planning Technician as applicable. Consult with other County staff, utility companies, state agencies and local jurisdictions to provide comprehensive review of plans for the protection and welfare of County citizens. Work closely with the County Judge, County Administrator, other County Department Heads and the County Attorney to address proposed changes that should be made to County Ordinances to address current planning issues within the County. Present any needed ordinance changes to the Planning Board and Quorum Court for review and possible action.
10. Work closely with Municipal Planning Departments to perform co-review of projects within the Municipal growth areas.
11. Instruct Planner and Senior Planner on GIS/Mapping projects within the County.
12. Review all Cell-Tower applications submitted to the County or assign review to the Planner or Senior Planner.
13. Prepare and update files and records in both hardcopy and electronic formats.
14. Work with Planning Staff to create and maintain zoning, planning area, and future land use maps.
15. Enable and empower employees within Department to work more effectively
16. Answer public inquiries and conduct field interviews.
17. All other duties required or assigned.
18. Review and evaluate all zoning applications/requests submitted to this office on a monthly basis. Consult with other County staff and local jurisdictions to receive additional comments on zoning requests. Formulate a staff report and recommendation to the Zoning Board of adjustments regarding the zoning request at their monthly meetings.
19. Speak with citizens, developers, attorneys, architects, engineers, etc. regarding land use proposals before the city; explain applicable regulations to guide the proposal in the process.
20. Manage activities of the Planning Board and Zoning Board of Adjustments.
21. Review and prepare materials for all planning and zoning appeal hearings before

the County Judge, the Quorum Court or Circuit Court.

22. Manage and update the Planning Office website or delegate updating tasks to Planning Staff members. Updates take place several times per month to facilitate clear communication with public in regard to upcoming public meetings (agendas, minutes, and staff reports for all meetings are published to the site).
23. Prepare and disseminate Freedom of Information Act Request documents in a timely manner as requested.
24. Coordinate with the Department of Emergency Management office regarding address applications.
25. Directly supervises five (5) department employees: Senior Planner, Planner, Planning Technician, Public Works Support Coordinator, Planning Intern(s). Perform supervisory responsibilities which may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems. Carry out supervisory responsibilities in accordance with the County's policies and applicable laws
26. Prepare and manage annual budget for Planning Department.
27. Develop short and long range planning programs for the Planning Department and establish broad priorities and work sequences
28. Provide good customer service to both internal and external customers, maintain positive and effective working relationships with other County employees (especially members of his or her own team), and have regular and reliable attendance that is non-disruptive.
29. Serve as a primary facilitator for ensuring all development-related activities are consistently evaluated for efficiency and effectiveness, working with multiple divisions to pool resources, skillsets and personnel in order to achieve common goals of the department.
30. Supervise staff to maintain efficient and consistent daily operations, especially through the development review process.

**SUPERVISION:**

Directly supervise five (5) employees: the Senior Planner, the Planner, the Planning Technician, the Public Works Support Coordinator and Planning Intern(s) in the Planning Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints, resolving problems and scheduling for the Operation and Maintenance building's reception desk.

**REASONING ABILITY:**

Must have the ability to interpret and analyze technical and statistical information. Analytical ability skills are necessary in order to analyze planning data and make appropriate recommendations. Possess the ability to read and comprehend codes, specifications, legal descriptions and boundary maps of real property, maps, and development plans and plats. The work performed requires judgment in the application of established guidelines to specific situations.

**ORGANIZATION SKILLS:**

Ability to work on several projects or issues simultaneously. Must be detail-oriented and be able to multitask effectively. Must be able to organize work and establish priorities.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Bachelor's degree (B. A.) from four year college or university in a planning related field; and five – seven years related experience and/or training; or equivalent combination of education and experience and five years of management experience.

**RESPONSIBILITY FOR FUNDS AND EQUIPMENT:** Manage the annualized Budget - \$360,000+ and Planning Department, vehicle, and office equipment.

**OTHER SKILLS and ABILITIES/ EQUIPMENT and SOFTWARE:**

1. The incumbent must have knowledge of principles and practices of Urban and Regional Planning.
2. Must have the ability to interpret and analyze technical and statistical information.
3. Machine skills include computer, calculator, and copy machine.
4. The incumbent must possess excellent interpersonal and communication skills when dealing with the public, and must be able to effectively communicate with others orally and in writing, often under complex conditions that require good judgment.
5. Must possess public presentation skills to provide presentations to staff, the public, various boards and committees, the Planning Board and Quorum Court in a clear, effective manner.
6. The incumbent must be able to handle themselves well in high conflict meetings, court hearings and other situations with the public, as many Planning matters are highly contentious in nature.
7. Must be able to use mathematics involving the practical application of fractions, percentages, ratios and proportions.
8. Regular and intensive use of computer, laptop and ipad to complete daily work. Some knowledge of advanced specialized programs (such as the ARC VIEW GIS mapping

system) and software are required or must be obtained within 6 months.

9. Must be proficient in the use of Microsoft office suite, applicable website content management system, and ARC View GIS products.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Field and site visits are required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision when using the computer.

**WORK ENVIRONMENT:**

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

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.