

CLASS TITLE: **Director of Planning & Codes**

DEFINITION:

This is administrative and managerial work. An employee in this class, with guidance from the Town Administrator and direction from the Planning Commission, plans for and implements planning and zoning related ordinances, assists in coordinating grant projects. The Director is responsible for a full range of supervisory, managerial, and professional activities associated with the daily operations and activities of the Department. Assignments in this class require consistent public contact with both applicants and board members.

This position is determined to be “exempt” in accordance with section 541.2 “Administrative”, Title 29, Code of Federal Regulations. Performance will be evaluated periodically in accordance with previously established and agreed upon goals, objectives and standards.

EXAMPLES OF WORK: (These examples only illustrate the type of work to be performed and are not intended to be all inclusive)

Manages all matters related to planning and zoning, land use, zoning and building code enforcement in the Town; and administers other various programs in those areas for the benefits of the Town and its residents.

Manage the daily operations and staff for the Department of Planning and Codes. Supervises and evaluates the performance of assigned staff;

Interprets and enforces the zoning code, forestation, critical areas, storm water and erosion control ordinances, and other programs that may apply.

Interprets, updates and administers issues related to comprehensive planning, facilities planning and environmental regulations and policy.

Drafts, researches and submits ordinances, regulations and resolutions as required.

Assures that the appropriate boards receive the needed administrative support and that the Zoning Ordinance is duly observed. Providing staff support and maintaining liaisons with various commissions within the Town, including but not limited to:

- The Planning Commission
- The Board of Appeals
- The Historic Preservation Commission

Developing and implementing short and long range plans for the Town;

Manage the review of all development-related proposals for conformance with the Zoning Code, Subdivision Regulations, Critical Areas, Forest Conservation and Historic Preservation regulations, etc.

Coordinating annexation activities;

Preparing and maintaining a departmental budget;

Acts as a liaisons with the County, State and Federal agencies involved with planning activities;

Attends seminars, conferences and meetings to gather information on housing and zoning matters;

Testifies in court as part of the prosecution of code violations;

Maintain the GIS System.

Performs other such duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of acceptable management methods to include personnel supervision; report writing; the principles and practices of program development; goal setting methods and of the goals and objectives, methods and techniques of the housing programs and applicable regulations in the housing area; of grant application writing.

Ability to plan, assign and review activities of technical, clerical and administrative personnel; to learn applicable laws, ordinances and regulations; to develop and implement a comprehensive housing program; to express ideas effectively, both orally and in writing; to maintain effective relationships with officials, associates and the public.

Skilled in the operation of a computers.

ESSENTIAL FUNCTIONS:

Must have the ability to read normal typewriter size print, (corrective vision devices are acceptable), hear the normally spoken word at six feet, (hearing aids acceptable), communicate with taxpayers in both the oral and written form; lift, pull, push and carry 10 pounds, sit in excess of one hour, stand for periods of time in excess of 15 minutes, climb stairs, to pick up items and to work on items, grasp items, read and understand work orders, perform mathematical calculations, utilize engineering and architectural drawings, solve problems of intermediate difficulty, write a concise statement of a problem and its recommended solution, work outdoors during inclement weather.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

Bachelors degree from an accredited college or university in the field of Public or Business Administration, Planning, Social Science or a closely related subject and three years of management/ supervisory experience.

OR

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Director of Planning and Codes

Graduation from a recognized high school or in possession of a General Education Development (GED) certificate recognized by the Superintendent of Schools for Maryland and six (6) years of administrative experience in combination of at least two of the following areas; Public Administration, Building Trades, Community Development, Housing Development, and Zoning Administration and courses or seminars in such areas as Community Development, Management and Supervision, Public Administration, Program Administration, Grant Application Preparation and Financial Administration.

REQUIRED LICENSES AND/OR CERTIFICATES:

Maryland Class “C” driver’s license or a motor vehicle operator’s license issued by the State of Delaware.

ADDITIONAL DESIRABLE QUALIFICATIONS:

International Building Code Certified (IBC, IMC, IPMC, IRC)
Flood Plain Management Certification

Revised: 2016 –TA Approval
Replaces Director of Housing and Community Development