

**CITY OF NORTH AUGUSTA  
JOB DESCRIPTION, FEBRUARY 2013**

**JOB TITLE: DIRECTOR OF PLANNING AND DEVELOPMENT  
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under limited supervision, plans, controls, directs, manages and supervises the planning and development activities and programs for the City of North Augusta and is responsible for the preparation and implementation of planning and zoning. Reports to the City Administrator.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Administers and supervises the daily operations of the department. Plans, controls, directs, manages and supervises the planning and development activities of the City.

Supervises, instructs, and provides leadership to subordinate staff. Evaluates, assigns and reviews work of subordinates for accuracy; coordinates training; reviews job performance and conducts appraisals making salary recommendations as appropriate; transfers, disciplines and discharges employees.

Represents the City's interest and positions to various state and federal agencies, the United States Congress and the general public through correspondence, and attendance at meetings.

Supervises the preparation of agendas, reports and minutes for the planning commission, board of zoning appeals, and other boards and committees as necessary.

Supervises the coordination of department programs with other departments and the City Administrator as necessary; attends staff meetings. Supervises the interdepartmental review of development plans.

Supervises the preparation, interpretation and revision of the City's Comprehensive Plan, land development regulations, re-development plans and special project plans.

Assists the City Administrator with Economic Development projects as needed.

Supervises the receipt, review and processing of detailed land development and redevelopment plans, requests for variances or waivers from regulations, citizen complaints, etc.

Supervises the preparation of proposed development analyses / evaluations, variance application reviews, development related public information, rezoning evaluations, etc.

Refers to the City code, zoning and development standards, state and federal laws and regulations, professional reports and analysis, professional publications, etc.

Uses Microsoft Word and Excel, Arc GIS, PowerPoint, MS Explorer, GroupWise, etc.

Interacts or communicates with departmental employees, developers, property owners, the general public, State and federal officials (both elected and appointed), the planning commission, City Council, etc.

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Operates a vehicle and a variety of office equipment including a computer, laptop, printer, projector, telephone, cell phone, photocopier, fax machine, etc.

Uses a variety of office and clerical supplies.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Master's degree in urban and regional planning, public administration, or related field and three to five years of experience in planning, two of which must have been at the supervisory level, or any equivalent combination of education and experience. Must possess a valid South Carolina driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of automated office machines including computer, calculator, copier, blueprint machine, etc. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Must be able to lift and/or carry weights of ten to twenty pounds.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments and instructions to co-workers and assistants. Includes the receiving of information and instructions from supervisor.

**Language Ability:** Requires the ability to read a variety of documents and reports. Requires the ability to prepare various reports and documents with the proper format, punctuation, spelling and grammar, using all parts of speech. Has the ability to speak before audience with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply principles of rational systems such as planning and legal applications in order to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information and to follow verbal and written instructions.

**Numeric Aptitude:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages and decimals; and determine time and weight.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

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**Motor Coordination:** Requires the ability coordinate hands and eyes in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. The worker needs to relate to people in situations involving more than receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

**Physical Communication:** Requires the ability to talk and/or hear (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Possesses a thorough knowledge of development practices and procedures. Has knowledge of planning practices and principles of the socio-economic implications of planning. Is knowledgeable of land use concepts, population density and annexation problems. Is able to prepare comprehensive master City plans and to maintain them with technical accuracy. Has a good understanding of new construction practices. Has thorough understanding of the theory and law of zoning and planning. Is able to prepare charts and maps and interpret statistical data. Is knowledgeable of the terminology relative to civil engineering, land use, accounting procedures, and planning and community development. Is able to develop, prepare, and make public presentations to various groups, individuals, and committees. Is able to plan and control entire sets of non-routine activities. Has considerable knowledge of the general policies, rules, and procedures established by the City and other regulatory agencies to govern the department. Is able to maintain control of assigned activities through effective supervision of subordinates and the application of good human relations techniques. Has considerable knowledge of the structure, functions and inter-relationships of state and local governments as these relate to assigned responsibilities and is able to apply that knowledge effectively. Is able to analyze problems that arise in the areas under supervision and recommend solutions. Is able to use judgment and discretion in managing assigned activities. Is able to assemble and analyze information and make written and oral reports concisely, clearly and effectively. Is able to comprehend, interpret and apply regulations, procedures, and related information. Is able to communicate effectively with a wide variety of public and private groups and is persuasive in such communication. Has sufficient knowledge of other city divisions/departments to communicate and interface with their representatives as necessary in carrying out duties and responsibilities. Has the verbal ability to make effective presentations and prepare effective and accurate required reports, and the mathematical ability to handle required calculations accurately and quickly. Has good technical, supervisory and human relations skills.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

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**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**Planning:** Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

**Organizing:** Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

**Staffing:** Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation and training.

**Leading:** Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

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**Controlling:** Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

**Delegating:** Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

**Decision Making:** Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

**Human Relations:** Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

**Policy Implementation:** Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

**Policy Formulation:** Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**