

PLANNING AND INSPECTIONS DIRECTOR

General Statement of Duties

Performs difficult professional and managerial work planning, organizing and directing a department responsible for planning, zoning, and building inspections for the Town.

Distinguishing Features of the Class

An employee in this class manages and directs the work of a staff responsible for the development, planning, zoning, building permitting and inspections, historic reservation, sustainability, GIS, CAMA and FEMA regulatory compliance, and other related programs for the Town. Work involves providing guidance for the orderly long range growth and current development of the Town and ETJ and supervising staff in conducting studies, enforcement of building, zoning and related codes, planning, design projects, and grants management and administration. Work also includes representing the town in intergovernmental activities such as working with infrastructure, transportation, coastal issues, and land use issues with other governmental officials. Work involves helping create a community vision and identifying steps necessary to achieve that vision. The employee is also engaged in conducting studies, performing planning duties, providing administrative guidance to the department, and supervising the staff of professional planners, zoning officials, and building inspectors. The employee is responsible for the overall design of the planning program and for achieving tangible results in the appropriate distribution and diversity of land use in the Town. Work involves extensive public contact and coordination with other departments, boards, and commissions. The role also includes developing a favorable relationship among the Town, community and intergovernmental groups. Work is performed under the general supervision of the Town Manager and is evaluated on the basis of attainment of individual and departmental performance objectives, feedback from the public served, and observation.

Duties and Responsibilities

Essential Duties and Tasks

Plans, organizes and directs all planning activities including long range planning, current planning, building inspections, code enforcement, grants, historic preservation, sustainability planning and geographic information systems.

Supervises and participates in current planning including plan review, development codes interpretation and enforcement of the zoning ordinances and related environmental codes; provides technical assistance on complex issues; drafts ordinances and amendments to the zoning, subdivision and land development ordinances; reviews and evaluates special use permits, rezoning, variance and appeals applications; prepares reports.

Develops long-range planning activities; oversees and participates in comprehensive plan and UDO updates and administration; facilitates the development of a community vision for land use, aesthetics, landscaping, building features and related matters.

Works with consultants and other departments on project/program implementation such as adding sustainability features, addressing sea level rise, and related issues.

Oversees the implementation of local, state and national standards within the local historic district; supervises and participates in staff support to the Historic Commission and liaison with the State Historic Preservation Office and related planning activities.

Participates with the Rural Planning Organization and County Transportation Committee on large scale transportation infrastructure including highway projects, bicycle and pedestrian improvements; coordinates with state and local officials as needed.

Coordinates channel dredging for the Town with the US Army Corps of Engineers and DEQ; provides staff liaison to the Harbor and Waterways Master Plan Committee including issues such as mooring fields, Town dock leases, and other environmental impacts.

Attends meetings of the Board of Commissioners and the Planning Board and Board of Adjustments to present information and answer questions as necessary.

Supervises and participates in compliance with FEMA floodplain regulations; CAMA, and related issues.

Serves as liaison with community groups; provides community outreach regarding planning activities and Town programs.

Provides policy guidance and work oversight to the staff on project review, permit issuance and code enforcement.

Prepares and administers planning related grants.

Serves as liaison with, and resource for, community groups; provides community outreach regarding planning activities and Town programs; provides general customer service and problem-solving with citizens, developers, and others.

Manages departmental staff including hiring, leadership, training, performance coaching and evaluation, mentoring, communication, motivation and team building with staff.

Prepares and administers departmental operating and capital budgets and provides technical assistance to the Town budget as needed.

Additional Job Duties

Performs other related tasks as needed.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Comprehensive knowledge of the principles and practices of urban and regional planning including land use management, growth management, subdivision development and zoning.

Thorough knowledge of laws, regulations, policies and procedures related to land use planning, zoning, subdivision ordinances, community development, and local governments.

Thorough knowledge of the environmental and socio-economic implications of the planning process and statutes, laws, rules, and regulations affecting these functions.

Considerable knowledge of special issues related to coastal development including sustainability, sea level rise, CAMA, floodplain administration, harbor dredging and related issues.

Considerable knowledge of the application of technology to planning and inspections including GIS and specialized software.

Thorough knowledge of Town Zoning and Subdivision Codes.

Considerable knowledge of modern and effective supervisory principles and practices including leadership, team building, motivation, communication, mentoring, training, performance coaching and evaluation and laws and regulations related to managing staff.

Considerable knowledge and skill in the design and facilitation of public input processes designed to build consensus among conflicted parties.

Considerable skill in the collection, analysis, and presentation of data, recommendations, policies, and systems.

Considerable knowledge of the Town's budgeting, purchasing and personnel policies and procedures.

Knowledge of current literature and recent developments in the field of planning and coastal planning.

General knowledge of the principles and practices of civil engineering as they relate to planning and subdivision design and control.

Skill in collaborative problem-solving, customer service excellence, and in conflict management.

Ability to establish and maintain effective working relationships with community groups, federal, state, regional, and Town officials, and the general public.

- Ability to prepare comprehensive reports and studies.
- Ability to express ideas effectively in oral and written forms.
- Ability to interpret and analyze technical and statistical information and to prepare and present technical oral and written reports.
- Ability to clearly communicate complex ideas and information both orally and in writing.

Physical Requirements

Must be able to physically perform the basic life operational functions of, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, talking, hearing, and repetitive motions.

Must be able to perform sedentary to light work exerting up to 20 pounds of force occasionally; and/or up to 10 pounds of force frequently; and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and analyze figures, do extensive reading, use measurement devices, operate a motor vehicle, and perform building inspection tasks.

Desirable Education and Experience

Graduation from an accredited college or university with a Master's degree in urban and regional planning, public administration, or other field of study related to the work performed, and considerable experience in managing local government planning work. Coastal land planning experience and working knowledge of the National Flood Insurance program, sustainability, harbor dredging, and sea level rise preferred.

Special Requirements

- Possession of a valid North Carolina driver's license.
- AICP certification within timeframe specified by the Town