

MEDINA COUNTY COMMISSIONERS

Job Description

Planning Director Planning Department



SUMMARY

The Planning Director of the Medina County Planning Department reports to the Board of County Commissioners through the County Administrator. Plans, directs and supervises the work and employees of the department. Provide reports and presentations to the Planning Commission, other boards, committees, and the public. Assist townships, committees, commissions, and the public with respect to the planning and development of the County. Utilize specialized knowledge of land use planning, zoning and subdivision review. Coordinate with local planning and regulatory agencies to understand community concerns and development plans.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Plans, directs and supervises the work and employees of the department under the general direction of the County Commissioners and Planning Commission; signs all reports and recommendations of the department; sets priorities for and coordinates planning efforts between the department and other governing bodies, agencies and the public; **Time spent: 25%**
- II. Helps other governing bodies, agencies, and the public with planning, zoning and subdivision issues and questions. **Time spent: 25%**
- III. Performs data searches and analyses; prepares reports; and makes presentations as needed and/or directed; makes final decisions in review and regulatory functions, e.g., zoning text amendments, subdivision proposals, lot splits. **Time spent: 15%**
- IV. Maintains Fair Housing Program, schedules presentations, answers questions and directs funding as prescribed by grant allowance. **Time spent: 12%**
- V. Assists in the administration of the County's Community Development Block Grant Program. **Time spent: 5%**
- VI. Ability to perform analysis and produce and/or oversee GIS mapping. **Time spent: 5%**
- VII. Works with the Planning Commission and Commissioners in formulating and enforcing departmental policies and procedures. **Time spent: 3%**
- VIII. Prepares the department's budget and controls its expenditures. **Time spent: 3%**
- IX. Keeps abreast of trends and tools in the field. **Time spent: 3%**
- X. Performs work in respect to planning principles and practices, including zoning, subdivision, economics, demographics, land use, housing and all related subjects. Performs other duties as assigned. **Time spent: 4%**

Class Title / Position Number of Position(s) Supervised:

Associate Planner - 10416.0
Secretary 1 - 10417.0

Department Director: _____

Date: _____

Human Resources: _____

Date: _____

County Administrator: _____

Date: _____

	KNOWLEDGE ^ SKILLS ^ ABILITIES	PRINCIPLE DUTIES
Knowledge	<ul style="list-style-type: none"> (1) Knowledge of principles & practices of management; (2) Possess a working knowledge of accounting & budgeting; (3) Principles of interviewing, & fundamental aspects of human behavior; (4) Possess a basic knowledge of personal computers & standard word processing programs; (5) Basic arithmetic to perform calculations & understand financial records; (6) Customer service techniques; (7) County operations, organizations, procedures & policies; 	<ul style="list-style-type: none"> Plans, administers, & supervises day to day operation of the Office; Oversees Office financial management in a fiscally responsible manner Coordinates, develops & administers policy; Manages programs in accordance with local, state & federal guidelines; Manages personnel in accordance with County policies; Interviews, hires, disciplines & evaluates employee work performance;
Skills:	<ul style="list-style-type: none"> (8) Possess & maintain a good reputation for honesty, integrity, & compassion; (9) Be a person of good moral character & possess high ethical standards (10) Maintain credibility & effective working relationships with those contacted in the course of work & in the face of conflicting issues & perspectives; (11) Use tact, discretion, initiative & independent judgment within established guidelines; (12) Prepare clear & concise reports, correspondence, presentations & other written materials; (13) Effectively manage time & resources to perform multiple tasks; (14) Good judgment to effectively deal with the public &/or other agencies, some of whom may be irate or unreasonable; 	<ul style="list-style-type: none"> Plans, administers, & supervises day to day operation of the Office; Interviews, hires, disciplines & evaluates employee work performance; Develops staff to provide a variety of appropriate programs & services in accordance with mandated policies & procedures; Ensures spending & purchases are within approved budgetary limitations & legal guidelines; Oversees Office' financial management in a fiscally responsible manner; Negotiates agreements with other agencies for coordination of services to more effectively serve client needs;
Ability:	<ul style="list-style-type: none"> (15) Ability to apply principles & practices of management practices; (16) Ability to make sound financial & budgetary decisions; (17) Ability to make administrative/procedural decisions & judgments; (18) Ability to possess & maintain a good reputation for honesty, integrity, & compassion; (19) Ability to define issues, collect data, facts; draw logical conclusions & then negotiate solutions; (20) Ability to communicate with persons from a wide variety of ethnic & social backgrounds; (21) Ability to organize work & establish priorities according to departmental operating requirements; (22) Ability to work cooperatively with other staff, outside agencies & public to maximize support; (23) Ability to creatively problem solve & mediate to come up with a reasonable resolution in instances of disagreements or misunderstandings; (24) Ability to perform job responsibilities independently & on own initiative in a timely manner in order to meet scheduled deadlines; (25) Ability to report to work on time & to perform the duties of the job for an entire work day; (26) Ability to attend public functions & meetings outside of regular working hours representing the Office; (27) Ability to concentrate & accomplish tasks despite interruptions; (28) Ability to perform a variety of tasks simultaneously or in rapid succession; 	<ul style="list-style-type: none"> Prepares assessments, funding proposals, contracts & budgets; Coordinates staff to implement services & activities; Manages programs in accordance with local, state & federal guidelines; Reviews & reports on programs & operations monthly to Board of Commissioners & Planning Commission; Interviews, hires, disciplines & evaluates employee work performance; Develops staff to provide a variety of appropriate programs & services in accordance with mandated policies & procedures; Develops department's annual operating budget & oversees Office' financial management in a fiscally responsible manner; Prepares various correspondence; Oversees purchases of supplies & equipment, & assures the required inventory of assets is maintained & updated in a timely manner; Assesses & evaluates Office' programs & services annually so unmet needs can be identified; Negotiates agreements with other agencies for coordination of services to more effectively serve client needs;

MEDINA COUNTY POSITION DESCRIPTION ADDENDUM

MINIMUM CLASS REQUIREMENTS

- 1) A Bachelor's degree in Planning, Landscape Architecture, Urban Design or a closely related field; a graduate degree in planning preferred;
- 2) A minimum of 5 years professional planning experience,
- 3) A minimum of 3 years supervisory experience,
- 4) Ability to perform analysis and produce project maps using GIS software, preferably ESRI ArcView or ArcGIS,
- 5) AICP certification, or ability to obtain certification, desirable,
- 6) Or a combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

COMPETENCIES / ESSENTIAL FUNCTIONS

The necessary knowledge, skills, behaviors, judgment and personal characteristics required of the position:

- Knowledge of land use planning theory, practice, process, ordinances and their application.
- Strong computer skills required especially in GIS, databases and spreadsheets.
- Demonstrated ability to prepare accurate and concise reports and to present data in an effective manner, both orally and in writing. A writing sample will be required at the time of the interview.
- Verbal capacity to interact with staff, clients, agencies and general public.
- Visual acuity to read documents, correspondence, questionnaires, and electronic media.
- Organizational and management proficiency.
- Capacity to ambulate in and around offices, hallways, stairs, elevators, sidewalks, etc.
- Attendance at night meetings is expected.