



Grand County

Job Description

Title: Planning and Zoning Director	Job Code: 1600
Division: Planning and Zoning	Effective Date: 6/2020
Department: Community Development	Last Revised: 6/2020

GENERAL PURPOSE

Performs a variety of complex administrative, managerial, and professional duties related to planning, organizing, directing, and coordinating the County Planning and Zoning division. Oversees planning, zoning, and land use code enforcement.

SUPERVISION RECEIVED

Works under the general supervision of the Commission Administrator or Associate Commission Administrator

SUPERVISION EXERCISED

Provides close to general supervision of Planning and Zoning staff, UMTRA Liaison and Technical Inspector, Engineer, and Code Enforcement Officer. Oversees the management of contract engineers and as-needed/as-available volunteers.

ESSENTIAL FUNCTIONS

Management and Administration: Manages all aspects of Planning and Zoning activities ; develops and implements policies and procedures; recommends and implements guidelines and practices; oversees the preparation and administration of the department budget, which includes, but is not limited to ensuring proper revenue and expenditure controls are followed.

Prepares, maintains, updates, and implements the County's General Plan process, which includes visioning, community engagement, gathering data, organizing statistical information; writing reports; recommending goals and programs. Monitors, measures, and reports on achievements in reaching goals and achieving objectives in the County's General Plan. Recommends changes to the County's statutory documents (e.g. Land Use Code) to create alignment with the County's General Plan.

Promotes transparency, public participation, and interagency cooperation and coordination; participates in negotiations; responds to public inquiries, complaints, and requests for information; submits annual reports of activities; coordinates with the IT Department and other County staff to manage and the GIS data system, including the creation of data and maps. Establishes and periodically reviews bond release policy, procedures, and requirements to ensure compliance with State regulations.

Manages the Development Review Team (DRT), assisting in processing development applications in accordance with County regulations and policies. Prepares resolutions and ordinances. Drafts Requests for Proposals (RFP) and bid proposals for community and economic development projects.

Planning and Development: Administers the County Land Use Code, including zoning, subdivision, and other County ordinances. Interprets the Land Use Code. Works with County staff, households, businesses, developers, Planning Commission, hearing officer, ad hoc committees, and regional development agencies regarding the general plan, land use, and development; makes reports and recommendations regarding the land use code, infrastructure construction standards, planning and zoning applications, and business licenses. Prepares, maintains, updates, and implements the County's General Plan process and Land Use Code.

Performs technical reviews and presents the analysis and findings to the applicant, general public, Planning Commission, County Commission, regional development committee, and others. Prepares all planning and development reports for the County Commission, Planning Commission, and Commission Administrator. Ensures new development is consistent with County plans and standards.

Monitors Federal and State legislation and regulations relating to land use planning and regulation, and reports findings to the appropriate stakeholders. Assists the County Commission Administrator in monitoring County owned water rights. Collaborates with County department heads to establish code enforcement procedures and oversees land use code enforcement issues.

Serves as the County representative to the non-motorized Trail Mix Committee, Motorized Trails Committee, Moab Area Housing Task Force, Moab Area Watershed Partnership, and other planning-related committees. Serves as the County representative and voting member of the Grand County committees as assigned.

Coordinates delicate and volatile community issues affecting landowners, business owners, developers, County Boards, Commissions, and Commission. Conducts public meetings and hearings to solicit public response and provide explanation regarding policy and project options. Meets with relevant parties for land use negotiations and conflict resolutions.

Serves as the primary staff liaison to the County Planning Commission and County Boundary Commission. Makes recommendations on the development of public facilities and infrastructure related to land use planning. .

Staffing & Personnel Management: In conjunction with the Personnel Services Director and Commission Administrator, recruits, hires, disciplines, and dismisses department employees; assigns personnel and equipment to maintain scheduled operations; oversees the training of personnel in the operation of equipment; establishes priorities for equipment repair and purchase; oversees record keeping of all work performed, hours worked by individual employees, time records for departmental payroll, and leave records. Oversees the management of contract engineers.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in Planning, Landscape Architecture, Public Administration, Public Policy, Community Development, Geography or closely related field;

AND

B. Eight (8) years of progressively responsible experience performing above or related duties; three (3) years of which have been in a supervisory or administrative capacity,

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills & Abilities:

Considerable knowledge of principles, practices, and functions of planning, zoning, and development-related local government operation and structures; urban planning and design, transportation, strategic planning, site planning, and subdivision review; State and land use laws; zoning ordinances and their relationships with the uniform building codes; code enforcement practices; map reading, interpretations, and familiarity with legal descriptions. **Working knowledge of** related disciplines which impact upon urban development, including land use law and court decisions, civil engineering principles, property descriptions, map reading, water rights, public relations, project management, supervision, budgeting and environmental constraints to development, economics and economic development, sociology and community organization as applied to urban planning models; relationship between factors affecting urban planning policy, such as economic, political, sociological, legal, etc.; research and statistical methods typically used in the analysis and the evaluation of research data.

Skill in the art of diplomacy and cooperative problem solving; the use of various computer programs; calculator.

Ability to research relevant information; accurately communicate to the public and co-workers regarding County ordinances and procedures, both verbally and in writing; work effectively with County employees, elected and appointed bodies, businesses and developers; interfacing with other government agencies; conduct communications with tact, good judgment and a high level of self-control in an adversarial environment. research relevant information and present the information to the public in a concise and clear manner; supervise daily work programs; supervise

the compilation, analysis and preparation of planning related professional reports; coordinate a variety of major projects and programs; plan and organize comprehensive research studies; prepare and present technical reports; direct, motivate, develop, and evaluate subordinates; prepare and present budget estimates; enforce regulations with fairness, tact, and impartiality; interpret codes accurately and effectively; operate personal computer and various software applications (word processing, spreadsheet, design, presentation, etc.); efficiently operate and maintain computer hardware and software, i.e. GIS and related; communicate effectively, verbally and in writing; operate standard keyboard and perform data entry activities; and, establish and maintain effective working relationships with employees, other agencies, and the public.

3. Special Qualifications:

Must maintain membership in the American Planning Association; AICP certification desirable. Must possess a valid Utah driver's license and pass a background investigation. May be required to travel and attend meetings after hours.

4. Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, etc. Talking, hearing and seeing required in the daily performance of job duties. Occasional exposure to environmental hazards resulting from on-site project inspections. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving. Periodic travel required in course of performing portions of job functions.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____