

DANVILLE-BOYLE COUNTY PLANNING & ZONING COMMISSION POSITION DESCRIPTION

Position Title: Planning Director
Supervisor: Danville-Boyle County Planning and Zoning Commission
Status: Exempt - Full-Time Appointment

Purpose of Position:

The Planning Director position is a professional, supervisory, and advisory position. The purpose of the position is to serve as the administrative manager of the City and County planning programs.

Essential Duties and Responsibilities: The following duties are normal for this position. These duties are not exclusive or all-inclusive. Other duties may be required and assigned.

- Advise and assist the Planning Commission in the coordination of planning programs and determination of policies, including land use regulation administration;
- Prepare the annual budget and work program to the Planning Commission;
- Coordinate long range development plans with officials throughout the county;
- Prepare text revisions and amendments to the Zoning Ordinance, Subdivision Regulations, and various other Planning Commission requirements;
- Consult with neighborhood groups, community organizations, development professionals, and property owners on land development services;
- Participate in the preparation and revision of the Comprehensive Plan;
- Present planning and research reports with accompanying recommendations and other documents to the Commission at public hearings;
- Coordinate and supervise the Planning Commission staff;
- Attend meetings and committees as a representative of the Planning Commission;
- Develop policies for the general guidance of Planning Commission decision-making;
- Maintain all financial records and issue checks;
- Oversight of all procurement, including contracts, supplies, equipment, repairs;
- Maintain personnel files, including personnel leave records;
- Administer personnel benefit plans, including Kentucky Retirement program; and
- Perform other duties as required.

Minimum Training and Experience:

This position requires a Degree in Planning, Public Administration, or a closely related field and at least five (5) years' experience in city or regional planning and local government agency administration. AICP certification is preferred. Thorough knowledge of planning principles, practices, and techniques, statistical methodology and techniques, zoning and land use law, municipal administration, personnel administration, and public financial administration is required. Excellent organizational, written and oral communication, personnel, and public relation skills are required. A valid Kentucky driver's license is required.