

POSITION TITLE: DIRECTOR, PLANNING**DEPARTMENT: PLANNING****CITY OF
BOWLING GREEN****REPORTING RELATIONSHIPS**

Municipal Administrator

POSITION REPORTS TO**DIRECT REPORTS BY TITLE:**Senior Planner, Code Enforcement Officers,
Administrative Secretary**DIRECT:** 4 **INDIRECT:** 0**POSITION FUNCTION**

This position is responsible for directing and coordinating planning and economic development functions of the City.

JOB RESPONSIBILITIES

Develops and recommends long range goals and objectives to facilitate balanced growth and development

Ensures development and implementation of the comprehensive master plan

Serves as City staff member for economic development purpose

Conducts research to identify sources of funding

Prepares reports and other documentation

Serves as liaison with industrial and commercial establishment

Ensures enforcement of housing, zoning, and subdivision regulations

Conducts public hearings related to functions of the Planning Department

Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to sit, walk, stand, talk, hear, use hands to finger, handle or feel and ability to push, pull, lift, or carry up to 24 pounds occasionally. Must be able to focus clearly at 20 inches or less.

REQUIRED SKILL SETS	
<p>Occupational/Technical Skills</p> <p>Knowledge of zoning codes, subdivision regulations, fair housing codes, construction standards and methods, established codes, specifications and standards</p> <p>Knowledge of the basic principles and practices of planning, basic design and construction standards and methods, and codes, ordinances, regulations and standards governing City projects</p> <p>Knowledge of public relations and the City government structure and process</p> <p>Knowledge of proper land-use and controls and available sources of funding</p> <p>Ability to use spreadsheet, database, word processing and selected job-specific software</p> <p>Must maintain a valid Ohio driver's license and have the ability to drive</p> <p>Administrative Skills</p> <p>Ability to set goals and develop strategies and schedules for meeting them</p> <p>Ability to plan, organize, assign and direct work of staff</p> <p>Ability to adequately allocate resources to meet objectives</p> <p>Ability to handle multiple priorities and projects</p> <p>Cognitive Skills</p> <p>Ability to interpret a variety of technical information with abstract and/or concrete variables</p> <p>Ability to make timely, sound decisions</p> <p>Ability to interpret professional periodicals and journals, technical procedures, complicated policies, procedures, protocols, and government regulations</p> <p>Ability to perform standard business arithmetic, including percentages and decimals</p> <p>Ability to draw accurate conclusions from financial and numerical material</p> <p>Ability to apply financial principles and numerical techniques to management problems</p>	<p>Knowledge of basic budgetary principles and practices</p> <p>Communications Skills</p> <p>Ability to speak effectively one-to-one</p> <p>Ability to speak effectively before groups and to respond to questions</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p>Ability to use appropriate style, format, and tone in informal and formal business communications</p> <p>Ability to prepare complex reports, position papers, analyses, policies and/or budgets</p> <p>Interpersonal Skills</p> <p>Ability to deal courteously and diplomatically with the general public</p> <p>Ability to maintain issue confidentiality</p> <p>Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors</p> <p>Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions</p> <p>Leadership Skills</p> <p>Knowledge of administration and supervision of staff and activities</p> <p>Ability to create an environment in which subordinates are rewarded for accomplishment of group and individual goals</p> <p>Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently</p> <p>Ability to select and evaluate employees</p> <p>Ability to provide performance feedback</p> <p>Ability to facilitate professional growth</p>

DESCRIPTION OF WORKING CONDITIONS
<p>Work is performed both indoors and outdoors; most of incumbent's time is spent in contact with City citizens and the general public. Irregular activity schedules are common as are night and weekend meetings.</p>

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
<p>Completion of post-secondary education in planning, public administration, urban geography, or other related discipline; State of Ohio Motor Vehicle Operator's License; seven (7) to ten (10) years of relevant experience (planning, grant preparation, code enforcement) ; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.</p>

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.