

CITY OF NICHOLASVILLE  
POSITION DESCRIPTION

Class Title: Director, Department of Planning and Zoning

Department: Planning and Zoning

Supervisor: Mayor and Commissioners

Supervises: All Assigned Department Personnel

Grade: 40

Class Characteristics: Under general administrative direction is responsible for the planning, development, coordinating and management of the activities of the department; develops formation, installation, modification and improvement of The Comprehensive Plan and specialized plans for the physical development of the City; develops goals and objectives for the department; supervises staff activities, coordinates personnel efforts ensuring the overall goals and objectives of the department are achieved in a competent and professional manner; formulates, updates, and administers The Comprehensive Plan, building codes, condemnation codes, subdivision regulations, flood regulations, and zoning ordinances; provides professional and technical advice to the Department, Mayor, City Commission, Planning Commission, Board of Adjustments and other city departments; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Formulates growth management policies based on direction given from the Mayor, City Commission and Planning Commission.
2. Implement growth management policies through enforcement programs such as property maintenance, zoning, subdivision review and building plan review and permitting.
3. Ensures the preparation and administration of applications for Federal and State funding in the areas of housing, public facilities, community development and economic development.
4. Serve as technical advisor to the Nicholasville Planning Commission and its liaison with the Nicholasville City Commission.
5. Provide information to the community as a whole in an effort to improve awareness and understanding of the community development, planning and construction processes.
6. Direct the departmental review, permitting and enforcement process including review of subdivision plats and development plans, review of building and

- construction plans, and enforcement of standards in City ordinances/regulations relating to development activity and property maintenance.
7. Participates in the formulation and updating of The Comprehensive Plan.
  8. Coordinates the updates of The Comprehensive Plan with the Jessamine County/City of Wilmore Joint Planning Commission.
  9. Evaluate the status and effectiveness of existing plans, programs and policies and advise the Utilities and Finance Director, General Government Director, Mayor and City Commission, accordingly.
  10. Visit sites to evaluate inspections performed by department staff and assure compliance with growth management policies.
  11. Direct and coordinate preparation of the annual departmental budget and departmental safety program.
  12. Direct the preparation and maintenance of financial, personnel and other departmental files and records.
  13. Carry out and interpret the policies of the City in relation to the implementation of community development activities.
  14. Supervises personnel in the department; approves or ensures approval and edits of all department personnel time cards, time off for leave, etc; disciplinary actions, and evaluations, or ensures the evaluation of all department personnel.
  15. Develops and coordinates departmental operating practices and procedures ensuring that the overall goals and objectives of the department are achieved in a competent and professional manner.
  16. Plan and schedule employee training and instruction.
  17. Establish and maintain close professional and working relationships with other City departments, citizen groups, governmental and other public agencies, private enterprise and concerned parties.
  18. Perform additional duties as required.

Non-essential: None

Training and Experience: Bachelors degree in urban planning, public administration, or closely related field from an accredited college or university supplemented by five years work experience in administrative and supervisory experience and urban planning or closely related field. Preference given to Masters Degree in Urban Planning

Special Knowledge, Skills, and Abilities:

Knowledge:

1. Extensive knowledge of the principles, practices and techniques of contemporary planning, zoning, and development, including land use, population density, and

annexation as they pertain to the design and development of urban and regional areas

2. Knowledge of planning research and zoning and community renewal activities.
3. Extensive knowledge and experience in statutory and regulatory and administrative planning requirements
4. Extensive knowledge and experience in administrative regulations and ordinances relating to planning and zoning.
5. Extensive knowledge of the principles, practices and organizations of federal, state and local governments in the field of planning and development.
6. Knowledge of computer software applications (e.g. Microsoft office and ESRI software).
7. Extensive knowledge of public administration principles and practices.
8. Extensive knowledge of the geography of the service area.
9. Extensive knowledge of the social characteristics of the citizens of the city.

Skills:

1. Must have excellent interpersonal and conflict management/resolution skills for the interacting with individuals who may be upset, frustrated, and/or lack knowledge regarding the planning & zoning process.
2. Must have good communication skills in order to present technical information orally and in writing.
3. Mathematical skills.
4. Computer software skills in Microsoft Office and ESRI.

Abilities:

1. Ability to plan, organize, and direct professional, technical, administrative and clerical staff in such a manner as to coordinate diverse program elements and promote program confidence and full performance.
2. Ability to enforce laws, rules, regulations and policies with firmness and diplomacy.
3. Ability to perform technical research and give reliable advice on difficult planning problems.
4. Ability to communicate effectively, orally and in writing.
5. Administrative, supervisory and analytical abilities.
6. Ability to read maps and drawings.
7. Ability to learn, implement, and use computer applications related to the demands of planning & zoning (e.g. Microsoft office, internet, ESRI, etc.)
8. Ability to maintain effective working relationships with subordinates, other employees, and public and other government representatives.

ADDITIONAL REQUIREMENTS

Instructions: Instructions are very general; must use own judgment most of the time.

Processes: Must frequently refine existing work methods and develop new techniques, concepts and programs within established limits and policies.

Review of Work: Develops and coordinates, with considerable independence and initiative in work performance and supervision of personnel, departmental operating practices and procedures ensuring that the overall goals and objectives of the department are achieved in a competent and professional manner. Work is reviewed through oral and written reports.

Analytical Requirements: Assignments require continual analysis of figures, data trends, and results of all kinds which directly affect the policy of the organization.

Physical Requirements of the Job: Work is performed both indoors, requiring intermittent sitting, standing and walking, and outdoors in all conditions.

Tools and/or Equipment Used: Must operate a vehicle as a requirement of the job; must use normal office equipment (computer hardware and software, telephone, fax machine, copier).

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate/Heavy.

Interruptions: Constant.

Special Licensing Requirements: must possess and maintain a valid driver's license issued by the Commonwealth of Kentucky as a condition of continued employment in the position.

Training Requirements: None

Certification Requirements: None

Additional Requirements: Neat in appearance, high moral character, and not convicted of a felony crime. Must be able to attend meetings after normal working hours on a regular basis.

Overtime Provision: Exempt.