



## Director of Planning and Building

**FLSA Designation:** Exempt - Executive

**Pay Grade:** 13

The Director of Planning and Building functions as the Department Head for the Planning and Building Department. The Planning and Building Director develops and coordinates a variety of strategic, professional, supervisory, administrative, and technical work in the following areas: annexations, planned unit developments, and other large scale developments, zoning administration, current planning, comprehensive long range planning, special land use studies, code writing and revision, and any other programs of the City related to the development or implementation of land use, economic development, housing, special projects and strategic planning. The work is performed under the direction of the City Administrator.

### Essential Functions

- Responsible for the functions, outcomes and public perception of the Planning and Building Department;
- Provides advice to Mayor and City Council, Planning and Zoning Commissioners, Historic Preservation Commissioners, and other appointed boards and commissions as required;
- Represents the City on a variety of Boards and work groups as assigned by the City Administrator, such as representing the City at regional meetings; meetings with other government agencies; meetings with citizens; and meetings with not-for-profit organizations;
- Supervises all aspects of daily operations of the Planning and Building Department; determines work procedures and work schedules, issues written and oral instructions, assigns work based on complexity, time management, etc., evaluates employees of the department, recommends hiring, discipline and termination of employees of the department;
- Facilitates Commission and City Council decision making by identifying impacts of alternatives; analyzing and creating plans, programs or suggestions; and communicating findings;
- Functions as a senior management team member, respecting the positions and professional abilities of the City Administrator, City Attorney and all other department directors;
- Works with the City Administrator on priorities for long term planning projects for the City;
- Studies and standardizes procedures to improve efficiency and effectiveness of department operations and the processing of workflow in the department;

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- In coordination with the City Administrator, applies for grants on planning and capital projects related to land use, housing, transportation, urban design, hillside, river and other issues;
- Prepares annual department budget in conjunction with the City Administrator and other department staff;
- Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

## Requirements

- Key strategic thinking skills and the ability to work closely with elected officials and appointed officials.
- Professional demeanor with the public, developers, other local organizations, governments and city employees;
- Familiarity with planning, economic development, housing, and related issues in other resort towns; and stays abreast of trends and issues in similar communities.
- Excellent oral and written communication skills: ability to convey complex planning issues in a clear and concise manner; ability to speak clearly in front of a group;
- Excellent time management skills, ability to prioritize tasks; ability to handle a routinely heavy workload in a timely, efficient manner;
- Capable of reading and understanding maps, site plans, engineering drawings and architectural plans;
- Ability to read, interpret and draft ordinances and other written material;
- Ability to conduct site visits and inspections and assess issues in the field and from architectural or engineering plans;
- Diplomacy, customer relations, and teamwork skills;
- Extensive experience with economic development programs, policies and projects;
- Experience with resort communities and mountain towns;
- Ability to operate a personal computer, including word processing and database software;
- Ability to perform essential duties efficiently and accurately without endangering incumbent or other employees.

## Acceptable Experience and Training

- Bachelor's degree in urban or regional planning; master's degree preferred;
- Eight (8) years' progressively responsible experience in city and/or regional planning, including supervisory experience;

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- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

### **Licenses and Other Requirements**

- AICP certification preferred;
- Valid Idaho driver's license and safe driving record;
- Applicants must be able to pass a background check.

### **Working Conditions and Physical Efforts**

- Sufficient clarity of speech and hearing or other communication capabilities which permits the employee to understand verbal instructions and to communicate effectively;
- Sufficient visual acuity which permits the employee to perform the above duties;
- Sufficient manual dexterity to perform office functions and operate office equipment;
- Sufficient physical ability to perform the above duties;
- While performing the duties of this job the employee will occasionally need to lift, carry, push or pull up to 30 pounds;
- Jobs in this class require performing repetitive hand movements and will require sitting, standing and walking; While performing the duties of this job, the employee works mostly in an office environment with some exposure to outside weather conditions and is occasionally subjected to wet, cold and/or icy conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, odors, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderately quiet;
- The physical effort characteristics and working environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.