



<b>Job Title:</b>	<b>Director of Planning and Development</b>	<b>Department/Loc:</b>	<b>Planning and Development</b>
<b>FLSA Classification:</b>	<b>Exempt</b>	<b>Date Drafted:</b>	<b>December 2020</b>
<b>Reports To:</b>	<b>City Manager &amp; Assistant City Manager</b>		

**Position Summary**

The Director of Planning and Development will be responsible for directing the community and economic development efforts of the City. The class is responsible for planning, directing and organizing the activities of the Planning and Development Department, enforcing all zoning ordinances and development regulations of the City. The class plans, organizes and implements programs within major organizational policies, reports progress of major activities to executive level administrators through reports and conferences.

**Position Responsibilities- Essential**

*This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.*

- Performs managing functions such as training, work assignments, evaluation, counseling, disciplining and/or terminating as required; selects new employees and recommends transfers or promotions
- Directs planning activities such as research, analysis and evaluation of technical information to determine feasibility and economic impact of proposed expansions, annexations and developments for the City of Cayce
- Directs and manages the annexation efforts for the City of Cayce
- Directs and manages the stormwater and floodplain management programs for the City of Cayce
- Designs and manages community development programs and staff in customer service delivery in the development process
- Researches sources of economic funding and manpower; negotiates with industry representatives to encourage location in the area
- Researches development issues and reports to City Manager; confers with City officials to effect changes in local policies or ordinances discouraging effective development
- Directs and supervises the administration of the City’s Business License Program
- Directs and supervises the administration of the City’s Codes Enforcement
- Directs and supervises the administration of the City’s Hospitality Tax program, to include promotion, collection and distribution of funds
- Directs and supervises the administration of the City’s Façade Improvement Grant program
- Acts as the primary staff liaison to the Planning Commission and Zoning Board of Appeals
- Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures
- Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; recommends any actions necessary to correct deviations or violations
- Interprets and applies City comprehensive plan, codes, ordinances and regulations pertaining to zoning, land use and site development



- Provides leadership and direction in the development of short- and long-range plans, goals and objectives for the department and for the City; gathers, interprets and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed
- Consults with City Manager, Assistant City Manager and other officials to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; provides reports, documentation and presentations to City officials and staff members as appropriate
- Communicates official plans, policies and procedures to staff and the general public
- Assures that assigned areas of responsibility are performed within budget
- Performs cost control activities
- Monitors revenues and expenditures in assigned area to assure sound fiscal control
- Assists in the preparation of annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time
- Determines work procedures, analyzes work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations
- Compiles and analyzes data pertaining to City socio-economic conditions for use in strategic planning; researches and compiles various statistical, demographic, or administrative data; makes calculations, analyzes data, interprets data, and identifies trends; creates the necessary documents and presentations to assist in the City's annexation and economic development efforts
- Provides technical assistance and information to citizens, property owners, land developers, staff members, City officials, or other individuals regarding project issues, applicable ordinances, planning/development issues, and related issues; responds to questions/complaints and initiates problem resolution
- Participates in safety training, makes suggestions as necessary; serves on inspection teams when appropriate. Works according to good safety practices as posted, instructed, and/or discussed. Follows safety rules and regulations and uses personal protective equipment
- Maintains prompt and regular attendance; adheres to City policies and procedures regarding absences and tardiness

### **Position Responsibilities- Non-Essential/Other**

- May be required to report to the City's Emergency Operations Center for emergency duty any time the Emergency Operations Plan is activated
- Serves as a member of various staff committees as assigned
- Other duties as assigned

### **Essential Skills and Experience**

- Graduation from an accredited four-year college or university with a degree in land-use planning, urban planning, zoning, or a Masters Degree in Public Administration
- Five (5) years of progressively responsible experience in municipal planning; or any equivalent combination of training, education and experience, which provides the required knowledge, skills and abilities
- Must be able to obtain an AICP Certification within two (2) years of being hired
- Extensive knowledge of planning programs and processes; extensive knowledge of zoning laws; working knowledge of personal computers and GIS applications
- Skill in the operation of the listed tools and equipment:
  - a. Personal computer, including word processing and GIS applications
  - b. Motor vehicle

- c. Calculator
- d. Phone
- e. Standard office Equipment
- f. Measurement tools and other related equipment
- Ability to: communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees and the general public; establish effective working relationships; quickly comprehend the techniques of comprehensive plans including their formation, process of adoption and enforcement
- Ability to develop effective interpersonal relationships with a variety of people

<b>Mental &amp; Physical Demands- ADA Guidelines</b>
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**Physical Demands**

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| <ul style="list-style-type: none"> <li>• Sit Frequently</li> <li>• Walk Frequently</li> <li>• Stand Frequently</li> <li>• Handling Frequently</li> <li>• Reach Outward Frequently</li> </ul> | <ul style="list-style-type: none"> <li>• Reach Above Shoulder Frequently</li> <li>• Climb Frequently</li> <li>• Crawl Frequently</li> <li>• Squat or Kneel Frequently</li> <li>• Bend Frequently</li> </ul> |
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**Lifting Requirements**

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| <ul style="list-style-type: none"> <li>• 10 pounds or less Frequently</li> <li>• 11-20 pounds Frequently</li> <li>• 21-50 pounds Frequently</li> </ul> | <ul style="list-style-type: none"> <li>• 51-100 pounds Occasionally</li> <li>• &gt;100 pounds Occasionally</li> </ul> |
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**Pushing and Pulling Requirements**

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| <ul style="list-style-type: none"> <li>• 12 pounds or less Frequently</li> <li>• 13 to 25 pounds Frequently</li> <li>• 26 to 40 pounds Frequently</li> </ul> | <ul style="list-style-type: none"> <li>• 41 to 100 pounds Occasionally</li> <li>• &gt; than 100 pounds Occasionally</li> </ul> |
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**Definitions**

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| <ul style="list-style-type: none"> <li>• <b>N/A</b></li> <li>• <b>O</b></li> <li>• <b>F</b></li> <li>• <b>C</b></li> </ul> | <ul style="list-style-type: none"> <li>Not Applicable</li> <li>Occasionally</li> <li>Frequently</li> <li>Constantly</li> </ul> | <ul style="list-style-type: none"> <li>Activity is not applicable to this occupation</li> <li>Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)</li> <li>Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)</li> <li>Occupation requires this activity more than 66% of the time (5.5+ hrs/day)</li> </ul> |
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**ENVIRONMENTAL HAZARDS:**

The job risks exposure to no known environmental hazards.

**SENSORY REQUIREMENTS:**

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

*The City of Cayce has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.*

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Print Employee Name

Employee Signature

Date Signed

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Print Manager/Supervisor Name

Manager/Supervisor Signature

Date Signed

Excellent Employment Opportunity

## **PLANNING & DEVELOPMENT DIRECTOR**

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Requirements include:

- Graduation from an accredited four-year college or university with a degree in land-use planning, urban planning, zoning, or a Masters Degree in Public Administration
- Five (5) years of progressively responsible experience in municipal planning; or any equivalent combination of training, education and experience, which provides the required knowledge, skills and abilities
- Must be able to obtain an AICP Certification within two (2) years of being hired
- Extensive knowledge of planning programs and processes; extensive knowledge of zoning laws and; working knowledge of personal computers and GIS applications
- Ability to: communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees and the general public; establish effective working relationships; quickly comprehend the techniques of comprehensive plans including their formation, process of adoption and enforcement

Excellent benefits package that includes State Retirement and paid health insurance. Applications are available on the city website: [www.caycesc.gov](http://www.caycesc.gov). **A valid SC Driver's License with a good driving record is required. Must provide DMV report at first interview. Application required.** EOE