

CITY OF BARBERTON

An Equal Opportunity Employer

POSITION DESCRIPTION

Position Title: Director of Planning

Name of Incumbent:

Civil Service Status: Unclassified
Employment Status: Full-Time
FLSA Status: Exempt

Department: Planning
Reports to: Planning Commission
Pay Grade: 8

JOB SUMMARY:

Reports to the Planning Commission and assumes responsibility for the planning, development, and direction of the various programs administered by the Planning Department; implements policies promulgated by the Commission, Mayor, and City Council.

QUALIFICATIONS:

Bachelor's degree in Planning or related field as recognized by the American Planning Association (See Section 6.01(d) of the City Charter.)

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: Management practices; city government structure and process; department policies and procedures*; fiscal management; principles and practices of urban planning; city planning and land-use ordinances; economic development principles and practices; applicable governmental funding rules, regulations, and administrative procedures (CDBG, HUD, Historic Preservation, etc.)*; public relations.

Skill In: Operation of personal computer and the use of planning-related software.

Ability to: Collect, analyze, and interpret data; understand GIS mapping systems, communicate effectively; prepare and maintain accurate documentation; develop and maintain working relationships with co-workers, supervisors, other professionals, elected and appointed officials and the general public.

ILLUSTRATIVE DUTIES:

1. Plans, develops, and directs the activities and programs of the City's Planning Department (Historic Preservation, CDBG, Economic Development, Tax Incentive, etc.). Conducts research, analyzes data and prepares or assists other staff members with the preparation of plans, reports, and other planning documentation (strategic, comprehensive, capital improvement, historic preservation, and economic development). In addition, oversees the implementation of comprehensive plan and development code; development; monitoring of CDBG sub-recipients; completion of grant applications; maintenance of census information.
2. Attends or conducts meetings and hearings and interacts with citizens, City Council members, Planning Commission members, and others. Represents the City on local, regional, statewide organizations; serves as liaison between the City and designated federal and state agencies. Also, organizes Planning Commission meetings and activities.
3. Manages the activities of department personnel (assigns work, administers discipline, receives and responds to grievances or complaints, evaluates employee performance, approves or denies leave

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requests, etc.); develops policies and procedures within parameters established by the Commission; recruits, interviews, and recommends the hire of job applicants.

4. Prepares annual budget request for Planning Department; monitors expenditures to ensure expenses do not exceed appropriations; ensures management of and accounting for funds received by the Department, coordinates draw down of funds from the U.S. Department of the Treasury.
5. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

6. Attends professional conferences, seminars, and other related programs and reviews professional publications in order to keep abreast of developments in the field.
7. Performs other related or unrelated duties as assigned.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.
Personal computer.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

Approval of Appointing Authority

Date

Employee Signature

Date