

POSITION:	Director/Zoning Official
POSITION #:	1184
AREA(S):	Planning & Zoning

**DISTINGUISHING CHARACTERISTICS OF WORK:**

This is an advanced, highly responsible and professional position supervisory position that requires thorough knowledge of the Levy County Code of Ordinances, Chapter 50, Land Development Code planning, directing and supervising the daily operations of the Levy County Planning and Zoning Departments. The Planning Director is the Zoning Official. This position is responsible for administration of the Planning Department and for the coordination of activities or programs related to growth management and comprehensive planning including providing recommendations to the County Administrative Office of the Board of County Commissioners on program implementation, budgeting fiscal operations, long and short range goal development, policy formulation and staff selection.

Position incumbent exercises independent judgment in directing planning and operations. Work is performed independently with general supervision by an administrative superior. Job performance is reviewed periodically through conference and written reports.

**EXAMPLES OF WORK PERFORMED:**

- Prepares staff reports with recommendations and presents them to the Local Planning Agency and the Board of County Commissioners during public meetings and hearings
- Collects, compiles and analyzes data from a variety of sources to support amendments to the Comprehensive Plan.
- Maintains management plan and annual reporting requirements for the County's Wildlife Management Area.
- Reviews applicant and county initiated requests for both small and large scale amendments to the Comprehensive Plan for consistency; coordinates process through the County; communicates legislative actions to the Department of Economic Opportunity, Regional Planning Council, and affected and interested parties.
- Tracts projections on housing trends, population and other demographic information.
- Responsible for agendas and supporting materials for the Planning Commission, and Board of County Commissioners, oversees public notice requirements on land use actions.
- Directing and coordinating programs intended to implement the goals, objectives and policies of the Levy County Planning Comprehensive Plan.
- Administering and updating the Levy County Comprehensive Plan.
- Supervises and coordinates the activities of subordinate supervisors and employees including determining work procedures and schedule; issuing instruction and assigning duties; reviewing work; recommending personnel actions; conducting performance reviews; and arranges for departmental training and orientation.

- Reviews all federal, state and local laws, rules and regulations governing the programs within the planning department; recommends changes to current County policies and regulations in order to maintain compliance.
- Review of development site plans for conformance with Comprehensive Plan.
- Analyzes and evaluates planning departmental policies; recommends development of new policies and/or revisions to current policies as appropriate.
- Prepares the annual departmental budget requests including annual work programs; tracks and monitors the planning department budget throughout the year.
- Ensures departmental coordination of operational activities of the planning department with other County departments and outside agencies and boards.
- Participates in the review and provides recommendation for development of related fields.
- Serves as a liaison with related county boards, community and business organizations; providing information concerning available services and programs.
- Provides technical assistance in program areas to affected citizens and the general public through conferences and meetings.
- Assists general public with zoning and building code related issues.
- Oversees and coordinates the review of site plans and applications for zoning permits and other permits and certificates required by the Zoning Ordinance

*(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)*

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the principles, practices, and methods of growth management, local government administration, and their relationship to the activities of the planning department.
- Thorough knowledge of modern principles and practices of administration and organization including: budgeting, personnel, and program review and management.
- Thorough knowledge of the purpose and scope of the program areas within the planning department.
- Knowledge of laws, rules and regulations relating to the program areas within the department.
- Ability to ensure departmental compliance with all laws and regulations and control the activities of the Planning Department through effective supervision.
- Ability to effectively supervise and coordinate the activities of subordinate supervisors and employees.
- Ability to communicate effectively, both orally and in writing, including public speaking and preparing written reports, memoranda and graphic presentations.
- Ability to research and collect data using local, state and federal resources, including GIS mapping, to be used to make sound recommendations for program policies and procedures.
- Ability to develop objectives for the department's programs and direct effective long and short range planning.
- Ability to analyze and evaluate current program activities and procedures.
- Ability to develop, prepare and monitor departmental budgets.

- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, religion, age, sex, disability, political affiliation or sexual orientation.
- Ability to make responsible decisions in agreement with established policy

**QUALIFICATIONS:**

- Master Degree or Bachelor's Degree in urban and regional planning or a closely related field.
- Five years of progressively responsible, administrative and supervisory experience in the delivery of Growth Management programs.
- Possess and maintain a valid Florida driver license.

**PHYSICAL REQUIREMENTS:**

- While performing the duties of this job, the employee will regularly be required to sit, stand, walk, use hands and fingers, reach with hands and arms, climb or balance, stoop, kneel, crouch, talk or hear, and lift or move up to 50 lbs.
  - Acceptable vision (with or without correction).
  - Acceptable hearing (with or without correction).
  - Ability to work under stress with time constraints.
- Work is performed in a normal office atmosphere, and outside with exposure to all elements of nature.

**EVALUATION**

Performance of this job will be evaluated in accordance with provision of the Board's policy on evaluation of personnel.

*Reasonable accommodation will be made for otherwise qualified individuals with a disability.*

**GENERAL INFORMATION:**

FLSA Status	Exempt
Worker's Comp Class Code	8810
EEOC Job Category	Officials and Administrators
EEOC Job Function	Community Development
EEOP Job Category	Officials/Administrators
Safety Sensitive	NO
Safety Category (if applicable)	
Paygrade:	BOCC approved