

CITY OF OBERLIN JOB DESCRIPTION PLANNING & DEVELOPMENT DIRECTOR

Title:	Planning & Development Director	Department:	Planning & Development
Supervisor:	City Manager	Positions Supervised:	All subordinate employees assigned to the Planning & Development Department
Civil Service Status:	Unclassified	Exemption Category:	Administrative
FLSA Status:	Exempt	Pay Grade:	7
Bargaining Unit:	N/A	Schedule:	Regular business hours, some evenings and weekend hours, as needed.

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General Statement of Duties:

Responsible for City's planning, zoning and development process, as well as oversight of the programs assigned to Planning and Development department. Provides direct staff support to the Planning Commission, Zoning Board of Appeals, and others as assigned. Responsible for interpreting and enforcing the City's Planning & Zoning codes, and, in partnership with the City's Economic Development and Housing Officer, serving as a liaison to the development community.

The Planning & Development Director shall function with a high degree of independence and utilize sound professional judgment, demonstrate planning and organizational skills to establish and manage priorities, programs and staff for his/her functional area. The Planning & Development Director shall be committed to the mission, vision and values of the City and demonstrate ethical conduct, community stewardship, individual initiative and responsive service. The Planning & Development Director shall demonstrate effective performance through clear, concise communication; collaboration; proper allocation and utilization of resources; sound decision-making; personal accountability; and responsibility.

While the Planning & Development Director consults with the City Manager on issues relating to policy and planning, he/she works independently in supervising the overall technical operations. The Planning & Development Director also serves as a member of the City Management Staff.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

Minimum Qualifications:

Must possess Bachelor's Degree from an accredited four-year college or University in Urban Studies, Planning, Public Administration, or related field (an AICP, USGBC – LEED AP certification and/or Master's Degree in same preferred) with minimum of five (5) years of diverse and progressively-responsible municipal planning and zoning management or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the primary job duties. Demonstrable experience in providing professional service to Planning Commissions, Zoning Boards and City Councils. Must have successfully: produced long-

range comprehensive plans, made public presentations, supervised staff, written planning reports and grants (including CDBG), conducted detailed analysis of site plans and development proposals, and had extensive and satisfactory working relationships with the public, developers, municipal staff and public boards. Substantive experience in industrial development, Main Street programs, residential subdivision design and review, historic preservation, zoning appeals, writing P&Z legislation and making public presentations.

The position requires a valid state of Ohio driver's license. An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

Supervision:

Works under the supervision of the City Manager. Supervises all assigned full time and part-time departmental personnel. The Planning & Development Director will be evaluated on the consistency, quality and timeliness of the performance reviews for which they are responsible

Primary Job Duties: *(Essential functions are identified by an "*" ; percentages indicated estimated amount of time spent on each duty area and may include ranges to accommodate variations in assignments)*

Administrative (80%)

- Serves as staff support and technical advisor to the Planning Commission, Board of Zoning Appeals, Recreation Commission, Open Space Commission, Design Review Board, Historic Preservation Commission, City Council, City Manager and department heads on planning and zoning matters.*
- Manage planning issues including, but not be restricted to, the following areas: residential (single and multi-family; rental and owner-occupied), commercial, industrial, open space parks, City Cemetery, recreation facilities, transportation (vehicular, pedestrian and alternative), City utilities, telecommunications, urban forestry, Main Street Program, redevelopment, tax abatements (including TIF and Enterprise Zone), sustainable land-use, historic preservation, hospitality (including hotel and B&B), U.S. Census, design standards, regional and county planning, public/private partnerships, City infrastructure capacity/costs, Joint Economic Development Districts, water management, rooming houses, City-owned facilities and long-range comprehensive planning.*
- Responsible for the timely processing of plans, staff reports, agendas and other packet material submitted regularly to the various assigned commissions/committees/boards as necessary. *
- Make recommendations regarding planning, zoning and design issues when applicable and interpret the City's Planning & Zoning Codes and procedures for City officials and the general public; make confidential recommendations to the City Manager.*
- Compile and maintain useful information pertaining to the City, including population, demographics, housing statistics, land use, industrial development and employment characteristics.
- Coordinates City's participation in Federal Census project.
- Prepare comprehensive reports and make public presentations as needed and/or directed.*
- Maintains database and statistical files using computer software applications, generates graphics, including maps, charts, graphs, and other visual aids as required.
- Assist in researching, writing, administratively implementing and monitoring applications for Federal and State grant programs, including Community Development Block Grant (CDBG) funds, and planning grants.*
- Explore joint planning and development opportunities with surrounding townships, the Oberlin School District and Lorain County.
- Attend sessions of City Council, Oberlin Improvement Corporation (OCIC), Commissions and Boards as necessary, as well as participating in meetings with residents. *
- Keep abreast of changes in relevant fields, such as land use, zoning law, historic preservation, redevelopment, main street programs, funding sources, G.I.S., federal/state/county legislation and regulations, environmental issues, utilities and infrastructure, housing, sustainable development, downtown, City facilities, and industrial development.*

- Analyze the existing development process in Oberlin and make recommendations on how it can be simplified, streamlined and made more accessible and understandable. Coordinate with Department Heads, City Engineer, Building Inspectors, and other appointees and City staff. *
- Periodically review and make recommendations for improvements to the City Planning & Zoning Code, Comprehensive Plan, Climate Action Plan and other policies, plans and regulations.*
- Create and maintain a user-friendly "Developer's Guide" to contain streamlined checklists, applications and step-by-step procedures.
- Prepare an annual Planning & Development "year-in-review" report.*
- Assist the Director of OMLPS in encouraging business and industry to participate in energy efficiency programs.
- Perform administrative duties such as budget preparation and monitoring, contracting for services, purchasing/bidding, and personnel functions to include interviewing, hiring, supervising, mentoring, evaluating, disciplining, payroll, staff meetings, etc.*
- Oversee the City Recreation Program, including supervising and assisting the Recreation Superintendent, who is responsible for devising and implementing the City's recreational programs, and providing direct staff support to the Recreation Commission.*
- Cooperate with the Public Works Department and Recreation Division to implement the parks and recreation strategic plan.
- Coordinate the scheduling of facility maintenance, as driven by programming, with Public Works.
- Assist with the preparation and coordination of City-wide special events.
- Proactively assist neighborhoods and citizen groups with planning and development-related problems. Respond to inquiries regarding development plans, zoning, signs, recreation, etc., from citizens and developers.*
- Identify strategies that will solve problems; expedite answers to questions posed by citizens, developers and boards, facilitate the development process to the greatest extent possible within the confines of City regulations; be vigilant to protect residential areas from potential adverse impacts of development; estimate the long-term cost to the City of development proposals; and attempt to anticipate issues before they become problems.*
- Develop strategies to insure the implementation and support of master plans, strategic plans, climate-related plans other plans adopted by City Council; *
- Assists City Manager with economic development activities for the City, including oversight of the Economic Development and Housing programs of the City to retain and expand existing business and attract new industry and commercial enterprise; pursuit of and coordination of programs that will result in increased housing opportunities and improvements to existing housing stock; and collaboration with the Oberlin Business Partnership and the wider business community to forge and sustain a supportive relationship. *Ensure technical assistance and information is provided to existing businesses and industry, including coordinating the support of all City departments and serving as a liaison with county, state and federal agencies*.
- Oversight for CHIP housing rehabilitation program, including supervising the CHIP Housing Program Coordinator.
- Assist OCIC in administering Oberlin's Revolving Loan Fund and Facade Fund.*
- Ensure identification of opportunities for redevelopment and adaptive re-use of existing buildings. Work in conjunction with City's historic preservation goals.*
- Review sign permit applications, issue permits, and inspect installation.
- Receive and evaluate applications for tax abatement and communicate information to the Lorain County Tax Office. Ensure annual inspections of all tax-abated properties are performed.
- Hold staff meetings, plan projects, review current projects, and set priorities. Develop and execute staff development and training programs.*
- Pursues land use and development goals of City Council and Planning Commission, improvements to downtown Oberlin, and is sensitive to citizen needs, historical preservation, energy efficiency and sustainable land use. *

- Responsible for the development and maintenance of comprehensive master plans, and assisting with City base maps. *
- Develops and implements overall departmental policies and standards of operations, programs, procedures and regulations.*
- Responsible for preparing and presenting reports to the City Manager and City Council, including reviewing agenda material with the City Manager and attending City Council meetings, public hearings, and related proceedings to represent the Planning & Development on departmental activities, major developments, and planning and development trends.*
- Coordinates Planning & Development programs, services, and administrative matters with the City Manager, including attending meetings with administrative staff and keeping the City Manager informed of key needs, issues, and support requirements.*
- Develops the annual budget for the department based on an analysis of projected needs and resources; monitors expenditures under the current budget; perform periodic cost of service studies and make recommendations to the City Manager and City Council regarding fees and charges.*
- Directs the maintenance and security of all records and materials associated with department.*
- Works closely with Oberlin College to provide coordinated planning and development services.
- Maintains relationships with professional associations and other agencies, boards, commissions, committees and organizations to further departmental objectives.
- Provide oversight to the Building Division, including supervising and guiding plan reviewers, commercial and residential inspectors; and ensuring that plan review, permit issuance and inspections are performed in a timely manner. *

Operations (10%)

- Assesses community planning and development service needs; investigates new methods, technologies, laws and programs to improve current levels of service.
- Develops and implements short and long-range goals for the department; establishes priorities for the improvement of planning and development services.*

Supervision (10%)

- Responsible for continuous assessing and training of planning and development personnel – overseeing establishment, planning, and supervision of the planning and development training and staff evaluation programs including supervising, scheduling, training, directing, counseling, disciplining and evaluating subordinates (ensuring consistency, quality and timeliness of the performance reviews for which they are responsible).*
- Delegates work assignments, projects, and programs; monitors work flow; and reviews and evaluates work products, methods, and procedures.*
- In conjunction with the City Manager and Human Resources Administrator, is responsible for all employment actions, including recruiting, hiring, transfer, evaluation, promotion, appointment, termination, discipline of employees within his/her department and recognition of City personnel.*
- In conjunction with the City Manager and Human Resources Administrator, diligently inquires into all complaints of employee misconduct in the performance of duty, directs investigations and administers or recommends to City Manager disciplinary measures to be taken in accordance with City personnel policies.*
- Perform other related duties as assigned.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Current and long-range comprehensive and neighborhood planning practices and procedures, land use regulation and issues, housing, transportation, infrastructure, economics, physical design, public administration, engineering and finance as related to municipal planning.
- Recent developments in the field of planning, as well as local, state and federal grant regulations and compliance requirements.

- Contemporary principles and practices for planning and development administration, including leadership ability and strategic planning experience.
- Municipal operations, finance and services, and local government practices and procedures including public sector procurement procedures.
- Management principles and practices necessary to plan, analyze, develop, direct, and evaluate programs, administrative policies, organizational structures, and the various all-risk injury and life safety practices.
- Principles and processes necessary to accomplish organizational change in a highly traditional work environment.
- Principles, practices and procedures of modern methods of planning and development service delivery.
- Principles and practices of public administration and personnel management.
- Federal, state, and local laws, codes, regulations, and standards governing the delivery of planning and development department services.
- Principles of employee supervision, training, and performance evaluation.
- Budget planning, development, and monitoring practices.

Ability to:

- Coordinate assigned activities with the City Manager, Public Works Director, and other City departments and outside agencies and to provide highly responsible and complex administrative support to the City Manager.
- Work cooperatively with Oberlin College staff in a dynamic college town setting.
- Lead by example demonstrating a high degree of honesty, integrity, and professionalism and must be committed to excellent service.
- Plan and supervise the work of professional and technical personnel engaged in planning research.
- Manage multiple projects concurrently.
- Read geographic maps, development site plans, blue prints, tax maps and U.S. Census data. Superior interpersonal, written, and verbal communication skills, including the ability to explain technical information clearly in reports and public presentations, to facilitate meetings, and to organize people.
- Function as a team player with consensus building skills.
- Think creatively, maintain a customer service focus, and promise a participatory planning approach.
- Supervise, train, and develop employees effectively.
- Plan, organize, direct, and coordinate planning and development department operations, and motivate employees to meet departmental objectives.
- Coordinate departmental program objectives with the general goals of the total organization and its various operations.
- Define problem areas; direct the collection, interpretation, and evaluation of data and development of sound solutions to technical and administrative planning and development problems.
- Coordinate and initiate actions, implement decisions and recommendations.
- Interpret complex regulations, laws, and guidelines.
- Ability to establish and maintain effective work relationships with supervisor, co-workers, City officials, representatives of private/public entities in the community or other agencies, as well as citizen groups and individuals.
- Perform research, analyze findings, prepare reports and recommendations on municipal light and power system issues.
- Prepare and administer a municipal department budget.
- Communicate effectively through oral presentations, written reports, and discussions with executive level staff, and other Federal, State, and local agencies, departments, groups, and individuals.
- Maintain composure and work effectively under conditions of high stress due to emergency situations and deadlines.
- Perform duties and responsibilities in a manner which reflects professional judgment, appearance, and in conformance with high ethical standards and integrity.
- Ability to prepare effective written documentation and reports; communicating information and ideas in writing so others will understand, including completing reports according to pre-set formats.

- Ability to coordinate complex, inter-departmental programs and procedures.
- Ability to tell when something is wrong or is likely to go wrong and to investigate, analyze and effectively resolve problems and conflicts.
- Ability to multi-task and perform with evolving priorities.
- Ability to maintain confidentiality and handle sensitive issues with discretion and sound judgment.
- Ability to communicate and demonstrate support and stewardship for the City's mission, vision and values.
- Ability to pass a background check and drug screen.

Licenses and/or Certifications:

- Valid Ohio driver's license

Work Environment:

The Planning & Development Director will perform those physical requirements necessary for essential functions including, but not limited to, regular sitting, standing, walking, and general mobility; continual talking in person, in group presentations, and over the phone to diverse groups of various sizes and natures; keyboarding; infrequent crouching, kneeling, crawling, climbing, limb extension, and all other physical activities required in activities in non-emergency and emergency situations.

This position works primarily in an office setting, but exposure to adverse environmental conditions, including inclement weather, extreme temperatures, noise, dust, fumes, and other conditions may be required while performing essential and secondary functions of the position. Standard office equipment is utilized routinely in the job, and the work is performed in a typical office environment with adequate lighting, ventilation and temperature controls.

Work Situation Factors:

Position requires competing demands; may require occasional work beyond normal business hours. **SAFETY SENSITIVE POSTIONS ARE SUBJECT TO RANDOM DRUG AND ALCOHOL TESTING ACCORDING TO CITY POLICY.**

Employee Signature/Date

Wanda Davis

Human Resources Signature/Date

[Signature] 2/18/15

Appointing Authority Signature/Date

Supervisor Signature/Date

[Signature] 2/19/15

Law Director Signature/Date

Reviewed by Civil Service Com. N/A

Reviewed by City Council: 02/17/2015