

**CITY OF WEST COLUMBIA
JOB DESCRIPTION, MARCH 2015**

**JOB TITLE: DIRECTOR OF PLANNING AND ZONING
ADMINISTRATION DIVISION
PLANNING AND ZONING DEPARTMENT**

GENERAL STATEMENT OF JOB

Under limited supervision, performs administrative and technical work in support of the activities for the city of West Columbia in creating, maintaining and implementing the city's Comprehensive Plan in accordance with the enabling legislation of South Carolina. Work involves performing the ongoing data collection and forecasting, analysis of trends, problem solving, citizen involvement, ordinance writing and updating, etc.; serving as staff for the city's Planning Commission and Zoning Board of Appeals in addition to the department head role with the city, preparing and recommending with respect to the Comprehensive Plan with an active role in the monthly administration of various aspects of the Plan; serving as the Zoning Administrator; administering daily activities related to personnel, budget and office management; performing customer service to the public and other departments, agencies and governmental units; acting as spokesperson for planning issues with the city and primary training official for growth-related educational activities; administering and enforcing the city's Zoning Ordinance; preparing information for public hearings; maintaining permanent records on all zoning map and text amendments and Zoning Board variances; and developing new zoning regulations and revisions of outdated regulations. Coordinates the processing of annexing properties into the city limits. Reports to the City Administrator

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Supervises department employees, which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, salary increases, discipline and termination.

Performs the creation, maintenance and implementation of the city's Comprehensive Plan in accordance with the enabling legislation of South Carolina; performs the ongoing data collection and forecasting, analysis of trends, problem solving, citizen involvement, ordinance writing and updating, etc., required to cover the following elements; population, economic development, natural resources, cultural resources, community facilities, housing and land use.

Interprets zoning ordinance; receives, investigates and responds to zoning complaints; determines zoning compliance; reviews subdivision and project plans; monitors regulatory compliance, develops incentive strategies; performs site checks for zoning compliance.

Serves as staff for the city's Planning Commission and Zoning Board of Appeals with agenda preparation and presentation; serves as the Landscape Administrator.

Prepares detailed reports for the Planning Commission and the Zoning Board of Appeals, numerous forecasts for plans, specific studies for City Council, Planning Commission and Zoning Board of Appeals, and budget preparation.

Coordinates information presented at public hearings before the Planning Commission, Zoning Board of Appeals and the City Council; prepares and sends notices of regular or special meetings, distributes minutes of the Planning Commission and Zoning Board of Appeals meetings; establishes and maintains the Zoning Board of Appeals' files on variances, special exceptions and administrative appeals; establishes and maintains the Planning Commission's files on text and map amendments, group development review, plat review and land development review; prepares agendas for meetings.

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Coordinates with other departments within the city of West Columbia; provides zoning requirements to coworkers, developers and the general public; coordinates zoning approval with city departments to include engineering, public works, building department and public utilities; recommends road classifications.

Answers questions, provides advice to members of the development community including those involved with financing, design and decision-making.

Attends and provides appropriate input to development review meetings, City Council meetings, Planning Commission meetings, Zoning Board of Appeals meetings, court hearings and other public forums; coordinates planning workshops to communicate with various audiences; creates presentations for City Council, business groups, neighborhoods groups and professionals to place a specific project of issue in the context of the community's plans and guidelines for development and change.

Ensure compliance with public notification, time consideration and other legal requirements for amendments, variances, special exceptions, administrative appeals, Comprehensive Plan, group development review and land development review in accordance with adopted city regulations and state statutes; maintains permanent records on all zoning map and text amendments.

Provides training opportunities for city employees and community organizations and for Planning Commissioners and the Zoning Board of Appeals members to meet state legislated continuing education.

Receives a wide variety of materials for review, processing and approval such as engineering, architectural and landscape drawings.

Develops forms and procedures to promote smooth and accurate enforcement of the Zoning Ordinance and land development regulations; shares information with the general public; reviews and determines approval / disapproval of zoning permits.

Develops new zoning regulations as required by City Council or administrators; initiates zoning text amendments to address new situations or revise outdated regulations; makes policy recommendations to improve the planning process.

Prepares, assists, and/or generates or oversees the development of the West Columbia Emergency Operation Plan or Disaster Preparedness Plan, preparation of the electronic mapping of municipal infrastructure to include water and sewer lines, use of Geographical Information Systems and community planning techniques to determine land use patterns, use of emerging technology to enhance the planning process, use of electronic communication technology to enhance communication with various audiences by providing digital access to appropriate planning resources and information, integration of information systems from multiple city departments to provide comprehensive planning resources for city staff, uses traditional and electronic communication mediums to inform the public of recreational opportunities, use of Global Positioning System to identify and electronically map municipal assets to include public building, schools, parks and water and sewer lines.

Refers to growth data from multiple sources, census reports, amp services, major planning studies and budgetary information.

Gives speeches to educational, governmental and community organizations.

Participates in local, state and national training opportunities.

Provides regional coordination primarily through the activities and committees of the Central Midlands Council of Governments.

Identifies and pursues external funding opportunities such as federal and state grants to facilitate the purchase and use of planning technology and other resources.

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Receives and/or reviews various records and reports such as land development plans and related materials; ordinance amendment applications and related materials; variance and special exception applications and related materials; environmental, census, economic and land use data; engineering, architectural and landscaping plans; subdivision plans; group developmental plans; zoning site plans; and map amendment applications.

Prepares and/or processes various records and reports such as comprehensive plan, detailed reports on zoning and land development issues, municipal ordinances, budget materials, public service materials, Planning Commission and Zoning Board of Appeals packets, summary and zoning maps, legal advertisements, zoning variance applications and map amendment applications.

Refers to state and local ordinances, growth data from multiple sources, Geographic Information Systems mapping and engineering information, policy and procedure manuals from the city and other governmental agencies, professional journals and publications, South Carolina Code of Laws, public input, computer manuals, codes / laws / regulations, publications and reference texts, etc.

Coordinates the processing of annexing properties into city limits; prepares cost/benefit analysis of annexation projects; coordinates documentation preparation with the city's attorney; coordinates the annexation of roadways with the South Carolina Department of Transportation; coordinates with county officials to ensure that annexed properties are recorded and are on the city's tax rolls; serves as official boundary custodian.

Serves as census coordinator; ensures the official census is continually updated and that all annexations or changes to the city's boundary are properly recorded.

Coordinates activities of code compliance department and generates related reports as needed.

Administers grants as required.

Operates a vehicle and a variety of office equipment and machinery such as laptop computer, printer, user interface hardware, digital camera, copier, scanner, fax machine, telephone, binding machine, etc.

Uses a variety of tools such as drafting tools, measuring tools, wheels, tapes, calculator, recording equipment/transcriber, audio-video equipment and visual projecting equipment, etc.; a variety of supplies such as art supplies, signage materials, general office supplies, etc.; and a variety of computer software such as word processing application, spreadsheet application, database application, mapping application, Internet browsing application, etc.

Interacts and communicates with various groups and individuals such as the City Administrator, City Council, Planning Commission, Zoning Board of Appeals, other department heads, and staff members of other governmental entities within Lexington County, staff members of other governmental entities within the region and state and with the general public.

ADDITIONAL JOB FUNCTIONS

Performs general administrative / office work as required.

Answers questions; provides planning advice to staff members from other governmental entities throughout the state and county.

Provides training opportunities for entities not directly associated with the city of West Columbia in order to increase the understanding of planning issues and techniques statewide.

Represents planners and municipalities, as needed, on panel and discussion groups.

Performs other related duties as required.

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MINIMUM TRAINING AND EXPERIENCE

Requires a Master's degree in city or regional planning, business management, or related field with five to six years of experience in urban planning, some of which have been at a supervisory level; specific knowledge of comprehensive planning, zoning administration and enforcement, administration of building and technical construction codes and inspection programs; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must possess a valid SC driver's license. Must be able to obtain American Institute of Certified Planners certification.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate an automobile, drafting tools, video and photography equipment and a variety of automated office machines, which includes a computer, calculator, copier, etc. Must be physically able to exert up to twenty pounds of force occasionally and/or up to ten pounds of force frequently, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Light work usually requires walking or standing to a significant degree. Must be able to lift and/or carry weights of ten to forty pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments and/or directions to co-workers and assistants. Includes receiving assignments and/or directions from supervisor.

Language Ability: Requires the ability to read a variety of informational documentations, manuals, reports, records, building and zoning codes and documents. Requires the ability to prepare business letters, reports, planning and zoning documents, etc., using prescribed format and conforming to all rules of punctuation, grammar, diction and style. Must be able to speak before an audience with poise, voice control and confidence; and to articulate information to others.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to apply influence systems in managing a staff, to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages.

Numeric Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and determine time and weight. Must be able to use practical applications of fractions, percentages and ratio and proportion; and to use practical applications of statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment; and operating motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

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Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. The worker needs to relate to people in situations involving more than giving or receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has a thorough knowledge of the methods, policies and procedures of the Planning and Zoning Departments as they pertain to the performance of duties of the Director. Has knowledge of the laws, ordinances, codes, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to plan detailed and complex programs and activities and implement same. Has comprehensive knowledge of the principles, theories, practices and methodologies of urban / regional planning and development. Is able to apply knowledge of economics, land development, zoning, finance and sociology in the planning process. Has working knowledge of engineering principles and methods. Is able to ensure the efficient and effective enforcement of all development-related codes and regulations. Has knowledge and skills required in determining the needs of the city and ensuring that those needs are met. Is able to assimilate both technical and theoretical concepts from many diverse disciplines and apply the knowledge in creative and intuitive ways to solve unique problems. Has knowledge of specific county / city ordinances as they apply to the duties and responsibilities of the position. Is able to coordinate department activities with other county and city departments, property / business owners, residents, developers and community leaders in order to accomplish goals and complete projects. Is able to work under stressful conditions related to balancing multiple projects within the constraints of time available, personal capabilities, financial resources and political considerations. Has knowledge of how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Is able to make effective presentations and speeches. Is able to make sound, educated decisions. Has knowledge of how to apply supervisory and managerial concepts and principles. Is able to offer instruction and advice to subordinates regarding departmental policies, methods and regulations. Is able to perform employee evaluations and to make recommendations based on results. Is able to offer training and assistance to coworkers and employees of other departments as required. Is able to take the initiative to complete duties of the position without the need of direct supervision. Is able to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has comprehensive knowledge of the terminology used within the department. Has thorough knowledge of proper English usage, vocabulary, spelling and basic mathematics. Is able to compile, organize and utilize various kinds of information necessary in the preparation of the department budget and knows how to prepare and monitor the budget. Has knowledge of and skill in the use of computers for data and word processing and records management. Has knowledge of how to react calmly and quickly in emergency situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality of deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all city departments and divisions, coworkers and customers, and with the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, city policy, standards and prescribed

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procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends regularly and on time with a minimum of tardiness and absences and adheres to city policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with city policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the city.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards established by the city and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them, and that they are regularly and appropriately informed of all city and department matters affecting them and/or of concern to them.

Staffing: Works with Human Resources Director to select and recommend employment of personnel for the department who are both technically and philosophically to meet the needs of the department and the city. Personally directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate

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disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of city standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the department and the city. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain excellent rapport with all staff members. Listens to and considers their suggestions and complaints, and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of city policies regarding the department and city functions. Adheres to those policies in the discharge of duties and responsibilities, and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the city and continually reviews department policies in order to ensure that any changes in city philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.