



City of Powell Position Description

Position Title: Planning Director
FLSA Status: Exempt
Reports to: Asst. City Mgr. /Community Dev. Director
Employment Type: Full-time

Pay Grade: 6
Service Type: Unclassified
Revision Date: January 2024

Nature of Work – General Description:

This position works under the direction of the Assistant City Manager/Community Development Director. This position provides direction, guidance, and management of the Planning Department, which provides professional and technical expertise to inform the land use decisions for public officials, residents, and the development community. Engages citizens to establish and realize a long-range vision for Powell's land use and develops, plans, organizes, and directs staff and activities to meet the established goals and ensuring sound urban planning, land use management, and related projects for the City.

Given the nature of this classification's duties/responsibilities, it has been designated as Exempt under the governing Fair Labor Standards Act regulations and, therefore, is not entitled to formal overtime compensation and/or formal compensatory time.

Essential Functions of Work:

- Plans, organizes, and directs the activities and staff of the Planning Department, including land use planning, zoning, zoning inspections, and code enforcement.
- Manages the preparation of short- and long-range planning studies, research reports, policy documents, and comprehensive plan reviews; advises the Director of Community Development, City Manager, and Planning and Zoning Commission on planning, zoning, and development issues.
- Negotiates with development applicants to resolve rezoning and development issues.
- Serves as technical advisor and liaison to the Planning and Zoning Commission, coordinates advising and liaising with the Board of Zoning Appeals, Historic Downtown Advisory Committee (HDAC) and other related groups.
- Coordinates planning and zoning functions between private developers and other Departments in the plan review process.
- Oversees the review petitions for annexation, zoning, preliminary plats, conditional use permits, variances, appeals, and exceptions to be heard by the City Council, Planning and Zoning Commission and Board of Zoning Appeals.

- Oversees the preparation of the Planning Department budget and monitors expenditures.
- Oversees the preparation of staff reports and draft ordinances for planning, zoning, and development matters and periodically review, recommend, and draft revisions to relevant ordinances, agreements, and pertinent resolutions.
- Consults with Law Director and other staff on pending development/zoning related litigation seeking to resolve issues; defends or recommends appropriate amendments to codes as required.

Nonessential Functions:

- Hires, directs, and oversees the work of outside consultants, negotiating contracts for consultative planning services, and managing consultant budgets.
- Responds to a variety of inquiries from the general public concerning polices related to planning and development.
- Provides information to, negotiates with, and solicits cooperation of citizens and the development community regarding planning and development issues.
- Performs related work as required or as assigned.

Supervisory Responsibilities:

- Work is performed under the general direction of the Assistant City Manager/Community Development Director. Supervision is exercised over the Planning Manager.

Minimum Qualifications:

- Master's Degree in Urban Planning, Urban Affairs, Urban Design, or other relevant field, extensive progressively responsible managerial experience in urban planning and community development (experience with both high quality suburban development and walkable urban environments preferred). Considerable supervisory experience.
- Demonstrated experience to effectively support, advise and coach/counsel a Planning and Zoning Commission, Board of Zoning Appeals, or similar boards/ commissions required.
- Regular attendance, as governed by and in accordance with applicable rules, regulations, procedures and laws, is regarded as an essential requirement of this classification.

Licensure/Certification Requirements.

- Possession or ability to obtain American Institute of Certified Planners (AICP) and/or American Institute of Architects (AIA) and/or American Society of Landscape Architects certifications.
- Possession of a valid Ohio driver's license and vehicle insurance.

Knowledge, Skills, and Abilities:

- Extensive knowledge of advanced theories, principles, and practices of urban planning and community development.
- Extensive knowledge of Federal, State, and local laws and standards applicable to community development and planning.
- Ability to plan, organize, direct, and supervise a comprehensive planning and zoning program and the conduct of technical research.
- Ability to read and interpret plans, specifications, and blueprints.
- Ability to prepare land use legislation that reflects appropriate legal and Ohio statutory authority.
- Ability to communicate effectively, both orally and in writing, and to make effective presentations to professional and lay groups, and to City Council, boards, and commissions.
- Demonstrated ability to effectively support, advise and coach/counsel a Planning and Zoning Commission, Board of Zoning Appeals, or similar boards/ commissions.

Working Environment and Conditions:

- Typical office environment with the requirement of working outside in extreme weather conditions and environment conditions of work site.
- Ability to operate standard office equipment in the performance of job functions such as a telephone, calculator, printer, scanner, computer, and copying machine.
- Prolonged periods of sitting at a desk and working on a computer.
- Ability to occasionally lift and move objects weighing 10 – 15 lbs.
- Occasional pushing, pulling, kneeling, reaching, and standing.
- Ability to work evenings, weekends, and holidays as needed.