

DIRECTOR OF DEVELOPMENT SERVICES

Nature of Work

The Director of Development Services (formerly known as the Director of Planning) is the chief planning professional for Georgetown-Scott County, including Stamping Ground and Sadieville. This individual must make and maintain a comprehensive plan for the physical, social and economic development of the community.

This position requires highly responsible administrative work in planning, organizing, and directing the programs and activities of the Planning Commission. It requires leadership in advising the Commission on policy formulation and in the development of programs to implement the Commission's policies. The Director of Development Services is responsible for the administration of staff policies and programs and the general management of the organization.

Essential Job Functions

Urban Planning: Analyzes urban issues; participates in the development of plans; applies professional planning principles to the solution of community problems.

Policy Administration: Advises the Planning Commission on policy options; recommends policy; administers policy adopted by the Commission; serves as technical advisor to the Commission.

Office Management: Manages and directs the overall activities and programs of the office in an effort to accomplish Planning Commission policies and goals; directs personnel, finance, and material resources to attain established organizational objectives; counsels staff.

Program Management: Supervises the development, coordination, and implementation of the Commission's planning programs and activities; reviews and makes recommendations on zoning matters; administers the comprehensive plan, reviews legislative issues and makes recommendations.

External Relations: Establishes and maintains extensive contact with public and private organizations, agencies, and individuals to accomplish the Commission's goals, policies, and programs; solicits input and suggestions on issues and programs from a broad range of community groups and organizations; appears before the City Council, Fiscal Court and other local officials, departments, and agencies to discuss and explain policies, programs, and plans.

Other: Performs other duties related to the position and as assigned.

Job Standards

Education: Master's degree in planning, public administration, or related field is required. Certification by the American Institute of Certified Planners (AICP) is recommended.

Experience: Minimum five (5) years of professional planning experience of a progressively responsible nature in a public planning agency is required. At least two years of responsible supervisory and administrative experience is required.

Personal Performance Indicators

Knowledge of Job: Has comprehensive knowledge of the principles, practices, and techniques of rural and urban planning, zoning and development. Has comprehensive knowledge of sources of information concerning planning matters and of the techniques and procedures to analyze and report on planning issues and policies. Has comprehensive knowledge of the principles, laws, practices, and organization of federal, state and local government in the areas of planning, zoning and development. Has considerable knowledge of the general principles and practices of public finance, sociology, economics, real estate, and civil engineering as applied to planning and development. Has extensive knowledge of local government and intergovernmental relations.

Ability to Perform Job: Can analyze the significant aspects and precedents in urban planning, development and design issues. Can present reports and recommendations in a clear, concise and persuasive manner. Can explain planning, zoning and development issues in simple, non-technical language, verbally and in writing. Can organize and direct professional and technical personnel to effectively and efficiently attain Commission goals, programs, and plans. Can develop sound management systems and programs. Can make and enforce decisions in tactful, positive and productive manner. Can establish and maintain effective working relationships with government officials, employees, the general public and the Planning Commission.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility.

Quantity of Work: Performs described "Essential Job Functions" and related assignments efficiently and effectively to produce quantity of work which consistently meets or exceeds standards and expectations of the Commission.

Dependability: Assumes responsibility for performing assigned work and for meeting deadlines. Completes work on or before deadlines in accordance with directives, policies, standards and prescribed procedures.

Attendance: Attends and remains at work regularly, and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to staff of vacation time and other time off.

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

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

Cooperation: Accepts policy and direction, and strives to meet the goals and objectives of same. Questions instruction and direction when clarification of results or consequences is justified, e.g., in cases of poor communication, variances with the Planning Commission, City, or County policies and procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between staff persons and departments with the Planning Commission, City and County.

Relationships with Others: Shares knowledge with staff for mutual and departmental benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships with staff and with employees in other departments, representatives from organizations, and the public to maintain goodwill toward the agency and to project a good image. Tactfully and effectively handles requests, suggestions, and complaints from other departments and persons. Emphasizes the importance of maintaining a positive image within the department. Interacts effectively with department heads, staff, elected officials, and the general public.

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 assignments, and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time.

Managerial Indicators

Policy Implementation: Has a clear and comprehensive understanding of Planning Commission, City and County policies regarding the agency and its 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 Planning Commission, City and County, and continually reviews department policies to ensure that any changes in philosophy or practice are appropriately incorporated. Understands the relationships between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

Planning: Directs and uses information effectively to enhance activities and production of the agency. Knows and understands the expectations of the Planning Commission, City and County regarding activities of the department, and works to see that expectations are met. Formulates appropriate strategy and tactics, and effectively and efficiently organizes, arranges, and allocates personnel, finances and other resources to achieve the goals and objectives of the Planning Commission, City and County.

Organizing: Organizes work and that of subordinate staff. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all Planning Commission, City and County matters affecting them.

Staffing: Oversees agency staff in selection and recommendations for employment of personnel. Directs the development and training of agency personnel.

Leading: Provides a work environment that encourages clear and open communication. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so they know whether their performance is satisfactory. Commends and rewards employees for outstanding performance, and does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of Planning Commission goals and objectives.

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

Decision Making: Uses discretion and judgement in developing and implementing course of action affecting the department. When a particular policy, procedure or strategy does not foster the desired result, moves decisively and explicitly to develop and implement alternatives.

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

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

Minimum Standards to Perform Duties

Physical Demands: Physical demands are representative of this position to successfully perform the essential functions. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions. Work is performed primarily in office settings. Some outdoor work is required in the inspection of various land use, subdivision and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the required duties, the employee is frequently required to talk and hear, sit, use hands, operate objects, tools or controls, and reach with arms and hands. The employee is occasionally required to stand or walk. The employee must occasionally lift and/or move objects up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee occasionally works in all weather conditions and terrain types.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.