



City of Alma: Planning Director

The Planning Director of the City of Alma is appointed by the Mayor and confirmed by the City Council. The Director administers all city planning activity and reports to the Mayor.

Functions

- Oversees updates of Comprehensive Plan and land development regulations
- Conducts review of various development applications including plats, permits, site plans, variance requests and rezoning
- Oversees Floodplain Management Activities
- Initiates and oversees Stormwater Management Plan
- Supervises building official and other department personnel
- Serves as liaison and performs all necessary functions in support of Planning Commission
- Represents the City on regional/local boards
- Investigates violations of planning regulations and ordinances, including site visits
- Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans
- Writes, or assists in writing, a variety of ordinances and regulations relating to development controls
- Develops department policies and procedures
- Prepares and manages department operations budget
- Prepares maps, charts, tables of limited complexity
- Acts as liaison between planning commission, developers and council in developing plans
- Provides information to the public regarding development regulations
- Develops strategies to promote community development or efficient land use consistent with community goals
- Evaluates adequacy of community facilities in meeting current and projected needs
- Presents reports and other findings to staff, Planning & Zoning Board, and Council and serves as liaison to such committees
- Monitors and ensures compliance with local, state and federal laws
- Oversees specialized planning functions such as large-scale new development proposals and environmental studies
- Ensures that the City Council is kept fully informed on the condition of the City and about any trends, events, or emerging issues of significance to the City's success
- Evaluates proposals to the City for planning consulting services
- Attends evening and weekend meetings

Knowledge

- Knowledge and experience in construction processes
- Knowledge of urban planning and development
- Knowledge of specialization such as housing, zoning, historic preservation, and economic development

- Research methods and statistical principles related to urban growth and development
- Methods and techniques of effective technical report preparation and presentation
- Budgeting procedures and techniques
- Recent developments, current literature and sources of information related to municipal planning and administration.
- Citizen involvement techniques and processes
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, database management, CAD, and GIS
- Knowledge of the theory, principles and techniques of the planning profession and development process
- Knowledge of federal, state and local laws, ordinances and codes pertaining to a wide variety of planning topics
- Knowledge of local government procedures and practices
- Knowledge of real estate terminology, laws, practices, principles, and regulations

Skills

- Capable of managing multiple, high-priority assignments
- Strong interpersonal skills to develop good working relationships at various levels and to resolve complaints
- Strong analytical skills to interpret research data for reports and apply mathematic techniques in practical situations
- Reading comprehension to understand technical and legal materials.
- Ability to provide effective supervision and staff management
- Ability to manage projects effectively and meet firm deadlines
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions
- Ability to attend to details while keeping big-picture goals in mind
- Strong written and oral communication skills, including the editing, oversight or preparation of technical reports, and the presentation of information to government entities and various committees
- Strong interpersonal and public relations skills to work effectively with various officials, staff, citizens and other customers
- Ability to understand and manage high-profile, sensitive or controversial political situations
- Strong problem-solving and negotiation skills
- Ability to exercise sound and independent judgment within general policy guidelines
- Group facilitation skills for use with community workshops

Qualifications

- A Bachelor's degree in urban or regional planning from a program accredited by the Planning Accreditation Board; or
- A Bachelor's degree in a related field like urban design or geography; or
- Bachelor's degrees in economics, geography, political science, or environmental design and working on Master's degree in urban or regional planning.
- Understanding of local, state, and federal government programs and processes. Understanding of the social and environmental impact of planning decisions on communities. Understanding of the legal foundation for land use regulation.
- Understanding of the interaction among the economy, transportation, health and human services, and land-use regulation.
- Ability to solve problems using a balance of technical competence, creativity, and hardheaded pragmatism.
- Ability to envision alternatives to the physical and social environments in which we live.
- Mastery of geographic information systems (GIS) and office (presentation, spreadsheet, etc.) software.

- Working knowledge of various computer applications, including word-processing, spreadsheets, data bases and maintenance programs.