



## CITY OF BENTON

### City Planning Director

#### Job Description

**Job Title:** City Planning Director

**Department:** Community Development

**Classification:** Exempt

**Reports to:** Mayor

**EEO Category:** Full-time

**Pay Grade:** \$56,100.00 - \$92,400.00

### SUMMARY

The **City Planning Director** plans, coordinates, and manages personnel and operations within the Planning, Code Enforcement, and Building Inspection areas. Ensures City planning and zoning requirements are enforced; disseminates zoning information internally/externally. Directs and coordinates long range planning and land use management, annexations, comprehensive plan, subdivision zoning. Position is deemed essential personnel and safety sensitive.

### ESSENTIAL DUTIES

To perform this job successfully, an individual must be able to perform each of the following Essential Duties satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties of the position:

- Plans, organizes, schedules, and **manages** departmental services and operations.
- Reviews and **approves** leave time, timesheets, and submittal of required documentation for payroll.
- Supervises departmental employees, work schedules/work activities and training.
- Attends City Council meetings and related committee meetings, such as Planning & Zoning Commission.
- Serves as staff Liaison for Community Development and Planning and Zoning Committees. Ensures that minutes are taken and filed with the City Clerk.
- Sets agenda and facilitates meetings of the Development Review Committee.
- Staff liaison to the Historic District Commission, setting agendas and evaluates all history and historic preservation related work for Downtown Benton.
- Ensures mandated compliance with Federal/State, Municipal statutes, rules, and regulations; implements required action(s) to remain in compliance.
- Ensures City planning and zoning requirements are enforced; disseminates zoning information internally/externally.
- Provides information/responds to inquiries regarding interpretation of sign, zoning and subdivision codes within 48 hours.
- Answers questions and provides information to business representatives, developers, property owners and citizens within 48 hours.
- Provides information/responds to inquiries regarding community development programs and related projects/reports within 48 hours.

- **Assists citizens/groups** in planning community development projects; attends citizen group meetings, provides information and solicits compliance support.
- Oversees and supports all activities and responsibilities of the City Planner, Engineer, Building Inspectors, Permit Technicians, and Code Compliance Officers.
- Develops recommends and implements approved changes in codes, inspections and enforcement procedures.
- Directs and coordinates long range planning and land use management, pre-annexations and annexations.
- Coordinates special projects assigned with other departments.
- Negotiates with business representatives to encourage location and expansion in the City, including promotion of the Advantage Arkansas Program with qualifies businesses to participate in sales and use tax rebates and corporate income tax credits;
- Provides assistance to business representatives in the relocation of displaced business and industry.
- Conducts research, analyzes data, conducts cost benefit analyses and compiles reports as requested.
- Receives and responds to citizen concerns/complaints via phone calls, email, and other forms of questions within 48 hours, demonstrating customer service.
- Apprises Mayor, either verbally or in writing, regarding incident reports as necessary.
- Prepares and submits annual Community Development budget; monitors budget expenses.
- Assists departmental employees in the field as necessary.
- Oversees collection of fees and issuance of receipts.
- Oversees the maintenance of City Hall facilities.
- Operates a City vehicle.
- **May perform any duties of the department in the absence of personnel.**
- Performs other duties as necessary or assigned.

This job description and the enumerated Essential Duties are intended to provide general guidelines for job expectations and the employees' ability to perform the position described. This is not intended to be an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned or assumed by the incumbent as necessary to fulfill the requirements of the position.

## **SUPERVISOR RESPONSIBILITY**

The position of **City Planning Director** is responsible for the supervision of **eleven (11)** department employees and carries out supervisory responsibilities in accordance with the Company's policies and applicable laws, ensuring adherence to Equal Employment Opportunity (EEO) guidelines. The position performs personnel actions, including performance appraisals and disciplinary actions, including discharges; interviews and selects candidates for employment; supervises the daily activities of the department, including, but not limited to, effectively delegating assignments, developing work schedules, and providing necessary training. The position demonstrates knowledge of and adherence to Equal Employment

Opportunity (EEO) policy; shows respect and sensitivity for cultural differences; promotes a working environment free of harassment of any type; and builds a diverse workforce.

## **ENVIRONMENT & PHYSICAL ACTIVITY**

The incumbent will spend most of the time performing this position in a professional office-type setting. The incumbent, while performing this position, spends time writing, keyboarding, speaking, listening, driving, seeing (such as close, color and peripheral vision, depth perception and adjusted focus), sitting, pulling, walking, standing, squatting, kneeling, and reaching. The noise level in the work environment is usually moderate to loud. The office environment also has exposure to fumes, dust, toxic or caustic chemicals. The position requires regularly driving a motorized vehicle.

The incumbent for this position may operate any or all of the following: telephone, smart phone, copy and fax machines, adding machine (calculator), scanner and image systems, computer terminal, laptop computer, personal computer, tablet, printers, or other equipment as needed and/or directed.

While performing the functions of this job, the employee is continuously required to talk or hear; frequently required to walk, sit, reach with hands and arms; and frequently required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision; and color vision.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **MENTAL DEMANDS**

The incumbent in this position must remain current and informed on related regulatory updates, City ordinances/resolutions/policies and applicable Federal, States, Municipal statutes, rules, and regulations. He/she must be able to read and understand documents, instruments, and highly technical reports; perform detailed work; and problem solve. Incumbent must also display proficiency in analytical reasoning, math, language, presentation skills, and verbal and written communication with internal and external customers. He/she must educate citizens, staff, and the general public regarding City ordinances/resolutions/policies and the consequences of not adhering to them. Incumbent must be able to effectively manage deadlines, multiple concurrent tasks, and constant interruptions. He/she shall conduct departmental services/operations in a professional, effective and efficient manner. Incumbent shall schedule work activities during employee's absences (due to sick/vacation time) and distribute workflow appropriately.

Incumbent must be able to work in a constant state of alertness and concentrate for long periods of time and foster a quality work environment by building employee trust and confidence.

### **SAFETY SENSITIVE**

This position is designated as a safety sensitive position because it requires the regular handling of highly sensitive and confidential City and customer information and operating a motor vehicle on a routine basis. Performing this job in a discreet and professional manner requires alertness at all times. Any lapse of attention could have a significant financial impact on the City and its customers, or on others while operating a motor vehicle.

### **MINIMUM REQUIREMENT & COMPETENCIES**

Basic experience, knowledge and training in Community Development typically resulting from a combination of education or years of experience or the equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities to satisfactorily perform the essential functions of the positions.

#### **Basic Qualifications:**

- Bachelor's degree in Public Administration, Business Administration, or related field.
- Must possess a valid Arkansas Driver's license
- Four (4) years supervisory experience.
- Five (5) years of progressively responsible experience in planning and development and zoning.
- Community Development Institution (CDI) certification preferred.
- Basic proficiency in Microsoft 365

#### **Knowledge**

- Knowledge of local economic development practices and principles.
- Knowledge of regulatory requirements, City ordinances, applicable state and local laws regarding departmental services/operations.
- Knowledge of budget processes, management principles and practices.
- Knowledge of building and architectural plan/blueprints.
- Knowledge of zoning and building codes, pre-annexations and annexations.
- Knowledge of required community development files related to permits, projects, correspondence.

#### **Skills**

- Skill in supervising personnel, services, and operations.
- Skill in communication orally and in writing.
- Skill in organization and scheduling of work activities.
- Skill in technical/regulatory/safety issues related to department functions.
- Skill in reading/interpreting statutes, regulatory requirements and City ordinances governing departmental operations.

- Skill in operation of personal computer and MS Word.
- Skill in operation of City vehicle to perform essential functions.

#### Abilities

- Ability to communicate in a positive, friendly manner to employees, supervisor, coworkers, clients, etc at all times.
- Ability to provide effective leadership/supervision to personnel, and services/operations.
- Ability to develop policies/procedures to ensure safe, efficient operations of department.
- Ability to develop and accurately maintain departmental records as mandated.
- Ability to explain new or amended City ordinances/policies regarding departmental operations.
- Ability to monitor collection of fees and issuance of receipts.

### **ACKNOWLEDGEMENT**

Management reserves the right to change this job description at any time according to business needs. This document does not represent a contract of employment and is not meant to alter the at-will status of an employee's employment in any way. The City of Benton reserves the right to change this job description and/or assign tasks for the employee to perform, at any time, with or without notice, as it may deem appropriate.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_