

## **Champaign County Job Description**

**Job Title:** Director of Planning & Zoning

**Department:** Planning & Zoning

**Reports to:** County Administrator

**FLSA Status:** Exempt

**Grade Range:** L

**Prepared Date:** August, 2014

**SUMMARY** Responsible for the administration of all County land use regulations including the Zoning Ordinance, the Subdivision Regulations, the Special Flood Hazard Area Ordinance and the Nuisance Ordinance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

Serves as the County Zoning Administrator and Subdivision Officer.

Responsible for maintaining compliance with the Federal Flood Insurance Program.

Supervises the Department's Planning & Zoning staff in the day-to-day administration and enforcement of County land use regulations.

Responsible for the implementation and administration of the County's Personnel Policy including hiring, firing and performance evaluations of employees.

Responsible for preparation and administration of the department budget, including salary recommendations.

Ensures that departmental operations occur within the budget constraints and are in conformance with County purchasing policies and procedures.

Interprets regulatory requirements and advises the County Board regarding changes to any regulations.

Coordinates activity with the Regional Planning Commission to achieve the land use planning and regulatory needs of the Champaign County Board.

Interprets and enforces the Zoning Ordinance of Champaign County.

Investigates or initiates investigation of alleged violations of the Zoning Ordinance.

Administers Federal Floodplain Regulations, County Subdivision Regulations and County Land Nuisance Ordinance.

Issues or supervises the issuance of Zoning Use and Zoning Use Compliance Permits.

May perform other related duties as assigned by the County Board.

**SUPERVISORY RESPONSIBILITIES** Directly supervises employees in the department. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS** to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE** Master's Degree in Urban Planning, Architecture, Engineering or closely related field plus a minimum of five (5) years' experience, or equivalent combination of experience and education. Experience in zoning enforcement or building construction field preferred.

**LANGUAGE SKILLS** Ability to read, analyze, and interpret specific real estate data such as property and building sizes and use, professional journals, technical procedures, legislative information or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, employees and the general public.

**MATHEMATICAL SKILLS** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY** Ability to solve practical problems and deal with a variety of concrete variables in situations where limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral or diagram form.

**DESIGN and PLANNING SKILLS** Ability to apply County land use regulations, County Land use policies, and best practice standards in the evaluation of a proposed land use or site plan and ability to formulate alternative plans or alternative developments that more closely comply with the regulations or more closely conform to the policies.

**CERTIFICATES, LICENSES, REGISTRATIONS** as required.

**PHYSICAL DEMANDS** 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. While performing the duties of this job, the employee is frequently required to walk; sit; reach with hands and arms; and talk; or hear. The employee is occasionally required to stand and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision and distance vision.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office conditions. The noise level in the work environment is usually quiet.