

Town of Nolensville

Job Description

Job Title: Planning Director
Reports To: Town Administrator
Supervises: Planning Administrator
FLSA Status: Exempt
Revised Date: July 5, 2019

I. Purpose of Job

Directs short and long range Town planning and community development services. Directs implementation and enforcement of zoning ordinances, land use plans, and subdivision design and construction regulations.

II. Essential Job Duties

A. Reviews Development Plans and Advises Developers/Contractors

- Reviews subdivision and site plans; coordinates plan review meetings with developers/contractors; recommends changes to comply with Town building regulations and/or enhance benefits of development to the community.
- Advises developers and contractors on Town plan review processes and related regulations.
- Coordinates monthly interdepartmental staff project review meetings regarding submittals to the Planning Commission.
- Prepares various reports of recommendations and activities.

B. Advises Board and Various Committees

- Serves as liaison to Planning Commission, Architectural Review Committee, Historic Zoning Commission, and Board of Mayor and Aldermen.
- Attends all monthly meetings; presents development plans, land use proposals, architectural plans, and zoning requests to appropriate body and makes related recommendations.
- Prepares or oversees preparation of maps, illustrations, reports, etc., needed to present requests.
- Interprets Zoning and Subdivision Ordinances; recommends changes to Ordinances.
- Prepares legal advertisements.
- Responds to requests for information from the Board and general public.

C. Directs Land Use Planning

- Develops long range land use plan to comply with Town goals and objectives; develops related maps and reports.
- Evaluates land use proposals; develops recommendations.
- Coordinates processing of land policy amendments.

D. Supervises Staff

- Interviews job candidates and makes hiring recommendations.
- Disciplines/terminates individuals if necessary following Town guidelines and policies.
- Ensures professional development of staff; trains staff; provides developmental opportunities and monitors progress.
- Sets performance standards and goals; monitors and evaluates work results and how staff performed job duties; completes annual performance reviews.

- Coaches staff concerning job performance and provides feedback.
- Administers Town personnel policies and procedures.

E. Reviews and Processes Re-Zoning and Annexation Applications

- Evaluates all requests to ensure compliance with Town and State regulations.
- Drafts resolutions for annexations.
- Prepares related reports.

F. Oversees Planning Administration

- Processes or oversees processing of planning and zoning applications.
- Establishes performance bonding procedures; determines appropriate bond amounts for projects; processes or oversees processing of bond releases.
- Maintains and updates Zoning and Subdivision Ordinances.
- Prepares or oversees preparation of zoning ordinance amendments needed to implement land development policies.
- Oversees subdivision platting and recording.
- Prepares and administers department budget.

G. Coordinates Special Projects

- With Town Engineer, enforces flood plain management program.
- Completes traffic planning to accommodate future growth; coordinates Road Impact Fee program; drafts ordinances and plans for road impact fees to finance future road improvements.

III. Other Job Duties

Performs other job duties as assigned, including:

- Performs duties of Planning Administrator as necessary.

IV. Primary Job Challenges

Primary challenges of this position include coordinating review and processing of an increasingly large quantity of submitted development plans while ensuring enforcement of Town regulations and achievement of quality development.

V. Equipment Operated

Operates motor vehicle, computer, printer, typewriter, facsimile machine, copy machine, calculator, telephone, blueprint copier, drafting tools, engineer/architect scales, and planimeter.

VI. Key Competencies Required

Technical Knowledge

Requires in-depth knowledge of municipal short and long range planning principles. Is very knowledgeable of subdivision regulations, state codes, land use, and zoning laws, Planning Commission bylaws, and City municipal codes as they pertain to the duties of the position.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, 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, customers, and the general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to define complex problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Teamwork

Develops constructive and cooperative working relationships with others. Encourages others to express their ideas and opinions. Provides input into identifying and solving problems. Anticipates need of others for information about job tasks and work environment and provides it to them in a timely manner. Willingly assists others with job tasks when appropriate.

VII. Physical Demands and Work Environment

Physical Demands: Performance of the essential duties of this job requires the incumbent to:

- Occasionally stand or walk.
- Regularly sit, use hands to finger, handle, or feel, and reach with hands and arms.
- Regularly talk or hear.
- Occasionally lift up to 10 pounds.

Work Environment: Performance of the essential duties of this job requires:

- Occasional exposure to outdoor weather conditions.

The work environment is moderately noisy (examples: business office with computers and printers, light traffic).

VIII. Qualifications

Education and Experience: The required knowledge, skill, and abilities to satisfactorily perform job duties are normally acquired through attainment of a Bachelor's degree (B. A.) from four-year College or university in Urban Planning, Civil Engineering or related field, plus

eight to ten years of related experience, or an equivalent combination of education and experience.

Required Certifications/Licenses:

Certified Planner (AICP)