



CITY OF POCA TELLO CLASSIFICATION SPECIFICATION

Planning & Development Services Director

Department: Planning & Development Services

Reports to: Mayor

Pay Grade: H18

Date Established: 3/2014

Date Revised: 11/2020

FLSA Status: Exempt

CLASSIFICATION SUMMARY

The Director of the Planning and Development Services Department plans, directs and manages the operations and employees of the department responsible for development and land use planning in the City and administration of the City's annual community development block grant allocation (CDBG). The Director also assists economic development initiatives in the city through the area wide Bannock Development Corporation (BDC) and other regional economic development entities.

This is a department head position reporting to the Mayor. This is a supervisory position. The job is responsible for the implementation and maintenance of the City Comprehensive Plan, directing land use planning, zoning and development activities of the City including residential, subdivision, office, industrial, commercial and transportation developments. The job is also responsible for oversight of the City's CDBG program and any other U.S. Housing & Urban Development grants that may be received, such as the lead hazard control grant. The job serves as or supervises staff to Historic Preservation Commission as related to the requirements of being a Certified Local Government (CLG) and manages CLG grants; prepares, as needed, National Register nominations; assists in preparation of ordinances, education materials and research related to historic preservation. The Planning and Development Services Director may be an appointed position.

The Director ensures collection and compilation of data for technical reports through GIS programs; engages in data analysis related to population, housing, and other growth and development information and trends to address problems & issues in the community. Conducts studies and prepares and presents reports to inform decision makers, advisory committee members, and the general public.

The job requires a Bachelor's Degree and minimum six to eight years' experience in planning, urban studies, public administration one to two years' federal grant experience, or a related field with three years of supervisory experience preferred. A Master's Degree is preferred. Certification by the American Institute of Certified Planners is preferred.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment is a department office environment. Some fieldwork visiting development sites is required. The noise level is generally moderate. The work requires attendance at numerous evening meetings and public hearings.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Directs the operations and employees of the City Department of Planning and Development Services. The department manages all development and land use planning in the city.

Directs the land use planning, zoning, and development activities of the City including residential, subdivision, office, industrial, commercial, and transportation developments.

Directs the implementation, amendment and updates of the City Comprehensive Plan and map.

Directs the City's federal community development block grant programs.

Directs the City's certified local government program.

May serve as Executive Director of the Pocatello Development Authority. Serves on other City, community, and regional boards, committees, study groups, and interest groups, as a board member, committee member or City liaison.

Attends City Council, Hearing Examiner and Planning and Zoning Commission meetings, providing information and presenting reports and recommendations, as needed.

Hires, supervises, schedules, trains, evaluates, and disciplines employees, including terminations.

Answers inquiries, provides information, and responds to complaints from the public on City planning and zoning ordinances and regulations. Works regularly with members of the development industry including, but not limited to, builders and developers, architects, engineers, and realtors.

Creates and implements an annual department budget. Monitors spending for budget compliance.

Stays current on federal, state, and other applicable laws, statutes, and codes governing land use, planning, zoning, CDBG, CLG, and other grant regulations and related issues. Confers with City Legal Department on recommended changes and updates.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Advanced principles, methods, techniques, and objectives of land use planning and development, such as zoning, subdivisions, and all other applicable and relevant ordinances and codes, and economic development;
- City, state, and other applicable codes, statutes, and regulations on land use planning;
- Federal community development block grant (CDBG), federal certified local government program (CLG), and other applicable and related federal grant and program regulations, administrative requirements, methods, techniques, and objectives;
- Operation of basic office equipment including a personal computer and job-related software applications;
- Municipal budgeting methods, techniques, and objectives;
- Employee hiring, supervision, training, evaluation, and termination methods, techniques, and objectives;
- Urban Renewal law and tax increment financing.

Skill and Ability to:

- Direct the operations and employees of the City Department of Planning and Development Services;

- Direct the land use planning, zoning, and development activities of the City, and implementation, amendment, and update of related ordinances and regulations;
- Direct the CDBG, CLG, and other federal grant programs;
- Serve as Executive Director of the Pocatello Development Agency if requested;
- Serve on other City, community, and regional boards, committees, study groups, and interest groups, as a member or City liaison;
- Attend a variety of City and community meetings, including City Council, Hearing Examiner, Planning and Zoning Commission, and Pocatello Development Authority, providing information and presenting reports and recommendations, as needed;
- Assist the Mayor in economic development and legislative activities of the City;
- Hire, supervise, schedule, train, evaluate, and discipline employees, including terminations;
- Answer inquiries, provide information, and respond to complaints from the public on City planning and zoning ordinances and regulations;
- Work with members of the development industry including, but not limited to, builders and developers, architects, engineers, and realtors;
- Create and implement an annual department budget, including monitoring spending for budget compliance;
- Stay current on federal, state, and other applicable laws, statues, and codes governing land use, planning, zoning, and related issues. Confer with City Legal Department on recommended changes and updates;
- Prepare periodic written and oral presentations and reports, including findings of fact, conclusions, and recommendations;
- Provide excellent customer service principles including issue resolution, maintaining a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- Bachelor's Degree in land use planning, urban studies, public administration, or a related field is required and a Master's Degree is preferred;
- Idaho driver's License is required;
- Six (6) to eight (8) years' experience in planning, urban studies, public administration, one (1) to two (2) years of federal grant experience or a related field with three (3) years of supervisory experience;
- Certification by the American Institute of Certified Planners is preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to handle materials, manipulate tools, keyboard and type, reach with hands and arms, and operate job-related equipment and a motor vehicle. The employee must occasionally lift and/or move up to 25 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.