**COUNTY OF MARLBORO**

**JOB POSITION DESCRIPTION**

**JOB TITLE:** Planning and Building Director

**DEPARTMENT**: Planning and Zoning

**REPORTS TO:** County Administrator or designee **FLSA STATUS: S**alary Exempt

**DATE APPROVED:** 09/15/2021  **APPROVED BY:** JRM

1. **PURPOSE / SUMMARY:**

Under limited supervision, must be mentally and physically capable of handling the responsibilities associated with the management and administration of all aspects of the Marlboro County Planning Department including all aspects of comprehensive planning, zoning, building and other code enforcement, E911/Addressing/Street Naming, engineering, transportation planning, and limited community development programs. Supervises, plans, and directs the departmental budget and the activities of professional, technical, and clerical personnel to ensure the proper implementation of department objectives and procedures, and reviews work of subordinates for completeness and accuracy.

**II. RESPONSIBILITIES:**

1. Supervises the operation of the Planning and Building Department which includes Planning, Zoning, Building Codes, Codes Enforcement and E911 Addressing.
2. Assigns workloads and establishes work schedules, directs, and supervises duties of assigned staff.
3. Reviews the work of subordinates for completeness and accuracy, evaluates and makes recommendations as appropriate, offers advice and assistance as needed.
4. Oversees all functions related to the planning of land management, planning ordinances review and enforcement, subdivision/mobile home/community development, transportation, and comprehensive plan preparation.
5. Determines the major work elements or project tasks for department sections and monitors the progress of all activities to ensure that resources are efficiently used and that projects stay on schedule.
6. Advises the County Administrator on a variety of related topics.
7. Seeks federal and state funding and technical resources through grants for infrastructure and community development.
8. Conducts research and consults with various government officials regarding economic, social, and physical factors affecting growth in the County.
9. Studies the impact of various private and public planning projects on the County.
10. Plans for residential, commercial, industrial and community land use.
11. Develops and recommends ordinances regarding County planning.
12. Coordinates the department’s interaction and assistance with other County departments, governmental and private agencies, the Planning Commission, Board of Zoning Appeals, Board of Construction Appeals and the public.
13. Prepares and manages the annual budget for the department.
14. Responds to inquiries and directives from the County Administrator and County Council regarding special projects and programs.
15. Prepares comprehensive reports and presentations of planning project activities and recommendations.
16. Directs the preparation and maintenance of the Comprehensive Plan for the development of the County.
17. Schedules and conducts work sessions and training for Planning Commission and Zoning Board of Appeals members.
18. Receives, reviews, prepares and/or submits various records and reports including weekly reports, budget requests, job applications, performance appraisals, project status reports, district plans, subdivision plans, flow charts, special studies, demographics, comparative analyses, building permits, maps, ordinances, flow charts, meeting minutes, presentation materials, memos, correspondence, budget, etc.
19. Interacts and communicates with various groups and individuals such as the County Administrator, County Council, Planning Commission, subordinates, County department directors and employees, attorneys, engineers, consultants, developers, surveyors, utility companies, citizen groups and the public.
20. Establishes and maintains liaison with appropriate government bodies, private firms, organizations, or individuals to assist in achieving County objectives and ensuring compliance with appropriate laws and development standards.
21. Attends meetings, seminars, and conferences as appropriate.
22. Performs all other related duties as assigned.

**All County employees are considered public servants for the citizens of Marlboro County. When requested before, during, or after an emergency event, County employees are expected to work and serve the public in coping with the emergency**.

**III. SKILLS/EDUCATION/OTHER REQUIREMENTS:**

1. Excellent verbal and written communication skills. Excellent interpersonal skills.
2. Excellent organizational skills and attention to detail.
3. Excellent analytical and management skills.

Required Education and Experience

* Bachelor’s degree in Architecture, Engineering, Regional or Urban Planning, Public Administration, or acceptable related field.
* 3 to 5 years of planning and/or building code enforcement experience with 5 years or more related supervisory experience or an equivalent combination of education, training, and experience that in the opinion of the County Administrator provides the required knowledge, skills, and abilities.
* Must possess a valid State driver’s license.

**IV. CERTIFICATIONS REQUIRED:**

AICP and/or CBO and CFM certification preferred or ability to attain certification within two years of start of employment.

**V. SUPERVISION:**

Supervises or delegates the supervision of all assigned department personnel.

***DISCLAIMER***

*This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required and the responsibilities of the position may change.*