

City of Rehoboth Beach, Delaware

Job Description

Classification Title	Director of Planning and Community Development
Job Code	1010
FLSA Status	Exempt
Pay Grade	116

GENERAL POSITION SUMMARY

Under the direction of the Assistant City Manager, the Director of Planning and Community Development supervises the work of professional, technical, and support staff in the development and implementation of the City's land use and community development regulations and policies, including planning, zoning, building, permitting, enforcement, and general grant administration. Assists with the administration and implementation of a comprehensive planning program for the City including the City's Comprehensive Plan and advises on City planning activities, acting as one of the technical advisors to the City's Planning Commission and the Board of Adjustment. The Director of Planning and Community Development shall demonstrate such through ethical conduct, community stewardship, individual initiative, and responsive service. The Director of Planning and Community Development shall also demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Communicates with the Mayor and Commissioners, Boards and Commissions, Committees, City employees, business owners, developers, other communities, State and County agencies and the public to effectively inform and advise on development policies, short- and long-range municipal plans, and other aspects of community planning, development, and land use.
- Manages and supervises all assigned employees (e.g., schedules and assigns tasks; interviews job applicants; recommends the hiring of job applicants; recommends discipline; recommends pay assignments; evaluates performance; receives and adjusts grievances or employee complaints; approves leave requests; attends or participates in meetings in which policy questions are reviewed or discussed; recommend, develops, and implements policy).
- Prepare or supervise the drafting of policies, procedures, regulations, and programs in keeping with City directives.
- Prepares correspondence, detailed analytical documents, staff reports, and technical documents to communicate program activities.

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- Analyzes, describes, and presents various planning and/or development related subjects, and recommend alternatives.
- Develops and administers the annual budget for the Building and Licensing Department. Forecasts additional funds needed for staffing and equipment, directs the monitoring of and approves expenditures, adjusting as necessary.
- Develops and coordinates zoning and subdivision regulations.
- Directs and manages grant opportunities and activities as they relate to community development.
- Directs and manages building and inspection, code enforcement, permitting and planning staff; prioritizes and assigns work to personnel; resolves procedural and operational work- related problems by coordinating staff meetings and providing appropriate direction to staff.
- Prepares and updates the City's parcel and zoning map and assists in the updating of City mapping activities.
- Coordinates planning activities with internal and external planning partners, other jurisdictions, and the State of Delaware.
- Provides referral, planning and research assistance for business entrepreneurs.
- Provides effective leadership on community development activity, including communicating with public and private organizations and citizens.
- Conducts research and analyzes data to implement municipal planning objectives more effectively.
- Oversees the management of record plan sets for buildings and subdivisions.
- Works with the Public Works Department for the planning of utilities for future development.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field.
- Performs related work as required.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- Bachelor's degree in Planning, Architecture, Public Policy, Political Science, or related field.

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- At least five (5) to seven (7) years of related work experience.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.

Licenses or Certifications

- Possession of a valid driver's license.

PREFERRED QUALIFICATIONS

- Certification and membership in the American Institute of Certified Planners (AICP)
- International Code Council (ICC) Certifications.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Theories, principles and practices of urban planning and regulations related to planning.
- Principles and practices of public administration (i.e., policies, personnel, and budget administration).
- Modern management techniques, supervisory practices, and evaluation methods; governmental organization and management; and other City departments/divisions, particularly as their operations may relate to those of Planning.
- Computers and pertinent mapping applications.
- Proficient in Microsoft Office Suite.
- International Code Council Codes.

Skill in:

- Executive level management skills necessary to effectively manage and lead the department.
- Performing a variety of duties, often changing from one task to another of a different nature.
- Strong interpersonal, written, and oral communication skills.
- Excellent organization, attention to detail, accuracy, time management, and critical thinking skills.
- Using tact, discretion, initiative, and independent judgment within established guidelines.

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- Critical thinking and analysis.
- Civic engagement and customer service.

Ability to:

- Establish and maintain effective relationships with the business/industry, community, and public bodies.
- Coordinate the content of information presented to Boards, Commissions, Committees, and civic groups.
- Comprehend community growth patterns, trends in land use, community needs, and other factors in formulating recommendations for promoting sustainable community development.
- Understand and manage high-profile, sensitive, or controversial development, enforcement, and building projects.
- Apply management principles to solve problems.
- Supervise, organize, and direct the work of subordinate personnel.
- Understand, interpret, and apply laws, rules, or regulations to specific situations. Deal with many variables, define and solve problems, collect, analyze, and interpret data, establish facts, and determine specific action, evaluate, and improve process and/or program efficiency / effectiveness.

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)		X	
Construction site		X	
Clinical health care environment	X		
In the community (homes, businesses, etc.)		X	
Warehouse environment	X		

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Shop environment	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate		X	
Individuals with known violent backgrounds	X		
Communicable diseases	X		
Bodily fluids (blood, urine, etc.)	X		
Infectious waste	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Moving mechanical parts	X		
Risk of electrical shock	X		
Vibration	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances waste	X		
Loud noises (<i>85+ decibels</i>)	X		

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position involves *light physical demands*, such as exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

Date created:	07/25/2023
Dates revised	