

CASCADE CHARTER TOWNSHIP

POSITION DESCRIPTION

Title: Planning Director
Department: Planning
Reports to: Township Manager
Position(s) Supervised: Planning Administrative Assistant
Employment Status: Full-Time; Exempt
Pay Grade: 17

BROAD STATEMENT OF RESPONSIBILITIES:

Under the direction of the Township Manager, the Planning Director is responsible for overseeing the planning administration and day-to-day operations of the Planning and Economic Development Department to assure community-wide compliance with applicable Township development codes and ordinances. Prepares and implements the Township's strategic plan, zoning ordinance, subdivision ordinance and other land use policies. Provides technical expertise and administrative support to the Planning Commission, Zoning Board, DDA and Township Board.

ESSENTIAL FUNCTIONS:

1. Implement the Comprehensive Master Plan.
2. Oversee the interpretation and enforcement of the Township's Zoning, Sign and Subdivision Ordinances.
3. In conjunction with the HR Director, responsible for hiring, training, supervision, discipline and termination of all department staff with oversight of the Township Manager.
4. Manages assigned staff; assigns tasks, responsibilities and projects; evaluates performance, resolves workload and technical issues, and assures that goals are communicated and achieved.
5. Directs the day-to-day planning operations including site plan reviews, processing of permit applications, etc.
6. Works with Township Manager on the day-to-day economic development operations including DDA activities and initiatives.
7. Works with Township Manager to implement Downtown development, small-business incubation, investment incentives, site selector recruitment, historic preservation, and overall enhancement.
8. Develop budget requests and administer the annual department budget as approved by the Township Board.

9. Maintains all planning, land use and zoning maps and ensures accuracy and currency.
10. Prepare application reviews and staff recommendations for Planning Commission, Zoning Board of Appeals and Township Board.
11. Assist Township residents, developers, architects, engineers and others in understanding and applying zoning and other ordinance requirements.
12. Oversee the development and implementation of Township specific planning and land use documents (Comprehensive Master Plan, Centennial Park Master Plan, etc....)
13. Serve as the Township representative on various regional planning organizations and local committees (REGIS, Grand Valley Metro Council, DDA, etc....)
14. In conjunction with other departments, coordinate Township storm water plans to ensure compliance with local, regional and State regulations and policies.
15. Assists in the implementation of the Township economic development programs and incentives, including those of the Township Downtown Development Authority.
16. All other duties as assigned.

BASIC KNOWLEDGE AND SKILLS:

1. Expert knowledge of Planning, Zoning and other governmental operations and procedures.
2. Skill in reviewing and interpreting site plans, specifics and complex construction drawings.
3. Knowledge of governmental budgeting processes.
4. Interpersonal skills to establish and maintain effective working relationships with public officials, consultants, contractors, fellow employees, residents and the general public.
5. Strong administrative, managerial, organizational and leadership skills.
6. Ability to make effective oral and written presentations to a variety of audiences
7. Ability to critically assess situations problem-solve, and work effectively under stress, within deadlines and changes in work priority.
8. Good telephone skills.
9. Good computer skills including Microsoft Office package, BSA.net software package and ArcView GIS package.
10. Ability to attend meetings scheduled at times other than normal business hours, travel to other locations and respond to emergencies outside of business hours.

MINIMUM EDUCATION & BACKGROUND:

- Bachelor’s degree in Urban Planning, Public Administration or a related field or equivalent experience.
- At least five (5) years of progressively responsible professional experience in municipal planning with at least three (3) years in a supervisory capacity.
- Valid State of Michigan driver’s license

MINIMUM ENVIRONMENTAL EXPECTATIONS:

- Little or no exposure to noise, weather conditions, heavy machinery or hazardous materials.
- Position requires occasionally reviewing projects outdoors where there can be uneven terrain in all weather conditions.

MINIMUM PHYSICAL EXPECTATIONS:

- Position requires keyboarding, telephone work and filing.
- Position requires extensive periods of time working on the computer.
- Position requires visits to current or proposed construction sites.
- Position requires the ability to push, pull or lift as much as 25 pounds.
- Position requires the ability to operate a motor vehicle.

REVIEW AND APPROVAL:

_____	_____
Position Incumbent	Date
_____	_____
Supervisor	Date

The above is intended to describe the general content of and requirements for the performance of this position. It is not construed as an exhaustive statement of duties, responsibilities or requirements for the position.