Title: Planning Director  
Department: Planning/Community Development  
Position Reports to: Clinton County Commissioners  
Grade Level: R  
FLSA Status: Exempt  
Position Type: Full-Time  
Position Number: 4172-65-11  
Bargaining Unit Status: Non-Bargaining  
Date: June 16, 2022  

Summary: The purpose of this position is to direct County, State and local planning programs to provide for the orderly growth, development, revitalization and conservation of the County and its resources. The work is performed under the direction of the County Commissioners.  

Essential Functions: The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.  

- Directs the operations of the Planning/Community Development Department; prepares and administers annual department budget; prepares annual work plan and report.  
- Directs County planning programs; establishes long-range planning goals.  
- Coordinates and manages the activities of the Clinton County Planning Commission and Clinton County Zoning Hearing Board.  
- Reviews and approves subdivision and land development plans and administers the County Subdivision and Land Development Ordinance.  
- Assists the Zoning Officer to administer and enforce the County zoning ordinance, including issuing zoning permits and inspecting for proper completion.  
- Supervises department personnel; selects new employees; plans initiatives, coordinates tasking, assigns and reviews work and acts on employee problems.  
- Develops content for and maintains Planning Department website.  
- In cooperation with the Planning Commission, prepares updates and amendments of County land use ordinances and reviews municipal land use ordinances and amendments.  
- Prepares or supervises preparation of a variety of studies regarding water, recreation, housing, etc.; prepares comprehensive plans.  
- Participates in local, state and regional meetings; conducts and facilitates meetings; confers with civic leaders, land developers and other public planning officials; conducts public hearings and mediates disputes over proposed plans.  
- Implements project plans; inspects project sites; coordinates environmental and utility issues; meets with residents and engineers, contractors, attorneys and other professionals.  
- Provides technical assistance to municipalities and to the public.  
- Represents the County on regional planning committees and boards.  
- Performs other related functions as assigned or required.
Education and Experience: Minimum Bachelor’s degree in Planning, Public Administration, Business Management or a related field with Master's level coursework in the field - Master's degree preferred - and a minimum of five (5) years of planning and related experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Additional Job Requirements: Valid driver’s license, satisfactory pre-employment drug screen and background check, and demonstration through testing, of high computer skills competence.

Physical and Mental Abilities Required to Perform Essential Job Functions:

Language Abilities and Interpersonal Communication
- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as ordinances, amendments, reviews, plans, reports, applications, laws, maps, GIS information, policies, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the County Commissioners and all department personnel, other County departments, developers, municipalities, elected officials, boards and committees, customers and the public.

Mathematical Ability
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and utilize statistics.

Physical Requirements
- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, a vehicle, and/or related materials used in performing essential functions.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as typing.
- Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.
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Job Description

- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability
- Ability to work under safe and comfortable indoor conditions, and outdoor conditions where exposure to environmental factors (weather, construction site hazards) may cause discomfort or pose a limited risk of injury.

Employee Expectations:
In completing the duties and responsibilities of the Planning Director position, the employee will adhere to all County policies, guidelines, practices and procedures; act as a role model both inside and outside the County, perform duties as workload necessitates in a timely, accurate and thorough manner and be conscientious about meeting department productivity standards; and communicate regularly with supervisor about department issues.

At-Will-Employment:
The Planning Director, is an at-will employee and serves at the pleasure of the Commissioners of Clinton County. Clinton County Government is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, or disability.

In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Human Resources Administrator to the extent that it does not constitute an undue hardship to the County.

I have read the job description for Planning Director, and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

______________________________________  ______________________________
Signature of Employee     Date

_____________________________________  ______________________________
Signature of Supervisor     Date

Planning Director       June 16, 2022