

COUNTY OF VENANGO

**POSTING NOTICE
EXEMPT POSITION
November 3, 2021**

POSITION: **DIRECTOR OF PLANNING**
 Full-Time Exempt

DEPARTMENT: **Planning Department**
 Courthouse, Franklin, PA 16323

PAY GRADE: **Exempt Three**
 (\$47,476.00 - \$63,967.49)

DEFINITION

Administers and directs the overall Planning Department Program, including community and economic development projects and related land development issues within the County of Venango by creatively implementing new strategies, programs and financing techniques and by effectively establishing and managing a Regional Planning Commission within the County of Venango and cooperatively working with the Venango County Economic Development Authority.

SUPERVISION EXERCISED

Supervisory duties involve hiring, evaluating, training, disciplining and directing activities of department staff.

SUPERVISION RECEIVED

Receives instruction and supervision from County Commissioners in regard to daily work duties.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

1. Works in coordination with the VCEDA Director to pursue federal, state, local or private grant funding for a wide range of community and economic development projects throughout Venango County.
2. Works cooperatively with the VCEDA Director to enhance community and economic development efforts throughout Venango County.
3. Prepares grant applications to federal, state, local or private funding agencies.
4. Administers grants received from federal, state, local or private funding agencies by preparing and filing the required correspondence, reports and information.
5. Represents Venango County on the Northwest Rural Planning Organization's Transportation Advisory Committee and submits, presents and advocates for transportation projects within Venango County through the TAC and PennDOT.
6. Works to update, maintain, or as necessary, re-write the Venango County Comprehensive Plan as a functional document which includes the development of the themes, goals and action plans that form the

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- Comprehensive Plan.
7. Directs the department's work to creatively develop projects, strategies and funding sources to implement the county's comprehensive plan.
 8. Assists in or directs the creation of RFP's and bidding documents.
 9. Works with project managers, construction managers and/or architects to develop and carry-out community and economic development projects.
 10. Oversees, and assists as necessary, in the administration of the county's CDBG program, Cranberry Township's CDBG program, Sugar creek Borough's CDBG program, the county's Act 13 Bridge program, the county's Liquid Fuels program, the county recycling program, administration of the county's Subdivision and Land Development Ordinance, the county's housing demolition program and all other programs and responsibilities assigned to the Planning Office.
 11. Works cooperatively with local municipalities to foster improved planning and development.
 12. Designs, promotes and administers government plans and policies affecting land use, zoning, public utilities, community facilities, housing and transportation.
 13. Holds public meetings and confers with government officials, lawyers, developers, the public, and special groups to formulate and develop land use or community plans.
 14. Assesses the feasibility of proposals and identifies necessary changes.
 15. Prepares written review of plans, finding and conclusions.
 16. Recommends to the Planning Commission Board the approval, denial or conditional approval of plans or proposals.
 17. Determines the effects of regulatory limitations on projects.
 18. Creates, prepares, or requisitions graphic and narrative reports on land use data, including land area maps overlaid with geographic variables such as population density.
 19. Advises public officials, board and other appropriate parties on project feasibility, cost-effectiveness, regulatory conformance, and possible alternatives.
 20. Conducts field investigations, surveys, impact studies or other research in order to compile and analyze data on economic, social, regulatory and physical factors affecting land use.
 21. Obtains and maintains a working knowledge of local, state and federal agencies that can provide funding and technical support to Venango County, Venango County Planning, local municipalities and non-governmental agencies within Venango County.
 22. Reviews with public officials, board and other appropriate parties the purpose of land use projects such as transportation, conservation, residential, commercial, industrial, agricultural, and community use.
 23. Keeps informed about economic and legal issues involving zoning codes, building codes, and environmental regulations.
 24. Supervises department staff and handles related personnel matters.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of job.
2. Must possess effective communication and interpersonal skills.
3. Must possess initiative and problem solving skills.
4. Must possess ability to function independently, have flexibility and the ability to work effectively with County and court side agencies and others.
5. Must possess ability to maintain confidentiality in regard to County information and records.
6. Must possess the ability to make independent decisions when circumstances warrant such action.
7. Must possess knowledge of principles and practices of management and supervision, and the ability to plan and delegate and oversee work; including, but not limited to, effective hiring, evaluating, training, scheduling, disciplining, and coordinating of subordinates.
8. Must possess knowledge and ability to prepare budgets and grants and to analyze and direct financial aspects within the department.
9. Must possess the ability to resolve problems in an efficient and effective manner.
10. Must possess thorough knowledge of planning and County policies, procedures and practices, and the ability to carry these out and to interact effectively with other departments and agencies regarding same.
11. Must possess the ability to coordinate a number of services and activities, and planning activities with the activities of other County departments and with other levels of government.
12. Must possess a thorough knowledge of current social and economic and health resources and the ability to utilize these resources effectively in dealing with County activities.
13. Must possess ability to analyze and direct research and plans relating to regional development, transportation and agriculture within the County.
14. Must possess ability to present seminars and instructions to general public and various government offices and public agencies to promote County planning and development. (i.e., is the chief County spokesperson on "planning" matters).
15. As a senior executive the incumbent must maintain an effective working relationship with the board and other elected and appointed Senior County managers.
16. Must possess the ability manage and coordinate a number of services and activities with the activities of other County departments and with other levels of government.
17. Must possess initiative and problem-solving skills and the ability to interact effectively with elected and appointed officials, developers, project managers, attorneys, federal, state and local agencies regarding planning and development projects, grant submissions and other projects as required.
18. Must possess considerable knowledge of and be able to read and interpret complex regulations, ordinances and legal opinions regarding subdivision, land development and stormwater topics.

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19. Must possess the capacity to read, interpret and explain engineered drawings and reports regarding Post-Construction Stormwater Management and engineering reviews of those documents.
20. Must be able to synthesize connections between identified local problems, available funding sources and program goals identified in various sources in order to develop strategies to mitigate the identified problem.
21. Must be familiar with Microsoft Office software, such as Excel and PowerPoint and possess the ability to become proficient with software such as Google Earth, Deed Plotter and Adobe Creative Cloud.

QUALIFICATIONS

A Bachelor's degree in planning or related field is required with three years' planning experience required, or an acceptable combination of education and experience.

Demonstrated experience in program development, administration and personnel management required. Must be AICP certified or must attain certification within first three years of employment.

CLEARANCES

- Must not appear on Preclusion Lists as defined by "Pennsylvania's Medical Assistance Bulletin 99-11-05 Provider Screening of Employees and Contractors for Exclusion from Participating in Federal Healthcare Programs."
- Must successfully complete pre-employment drug screening.

HOW TO APPLY

All interested, qualified county employees should contact Human Resources at 814-432-9549. An internal job posting/bid application is required.

DEADLINE TO APPLY: Wednesday, November 10, 2021 at 4:00 PM

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

****DRUG-FREE WORKPLACE****

APPLICANTS WHO REQUIRE SPECIAL ACCOMMODATIONS DUE TO A DISABILITY SHOULD CONTACT 432-9552 FOR ASSISTANCE.