

COUNTY OF BUCKS

JOB TITLE:	Executive Director Planning	JOB CODE:	810
DEPARTMENT:	Planning Administrative	UNION:	88
FLSA STATUS:	Exempt	GRADE:	
		REVISION DATE:	11/3/2025

POSITION SUMMARY:

Responsible for overall management of the county planning commission staff including its integration with state, regional, and municipal planning initiatives. Serves as advisor to the planning commission board. Provides oversight for all departmental projects and initiatives including statutorily required plans including the county comprehensive plan, hazard mitigation plan, solid waste management plan, and Act 167 stormwater management plans and others as applicable.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Reports to the Community Services Division Leader, the Chief Operating Officer, and the Board of Commissioners.
- Responsible for developing, maintaining, and administering county and departmental personnel policies and procedures. Works with Human Resources department to manage hiring and personnel matters including employee discipline and yearly performance reviews.
- Responsible for overseeing the department's section directors and working with them to set policy, develop, and deliver projects and to set the departmental budget each year.
- Responsible for overall supervision of staff including Community Planning, Geographic Information Systems, Agricultural Land Preservation and Open Space, Transportation Planning, Sustainability and administrative staff and other planning-related programs.
- Maintains working knowledge of and adherence to the Pennsylvania Municipalities Planning Code (Act 247) and Pennsylvania Sewage Facilities Act (Act 537), as required.
- Develops and recommends policies and objectives relating to land use, housing, solid waste planning, stormwater management, transportation, community development, land preservation, and economic issues for the county and serves as advisor to the County Commissioners and Chief Operating Officer on same. Includes inter-departmental collaboration and project development and delivery.
- Organizes, develops, administers, controls and supervises planning programs to meet the requirements and needs for the community and residents of the county.
- Coordinates with other related agencies in the county and region, including but not limited to the redevelopment and industrial development authorities, regional planning and transportation commissions, and state agencies dealing with land use, planning, and development. Develops, maintains and is responsible for the administration of the annual departmental budget. Seeks funding from outside sources, including grants and contract work, to supplement county funding.
- Works closely with the department of Housing and Community Development (HCD) on issues relating to attainable housing, low-income housing, blight identification and remediation, fair housing, and other HCD programs as applicable.
- Initiates and conducts meetings with township and borough officials and residents on planning, land use, transportation, and preservation. Assists and provides assistance and information to municipal officials.
- Maintains close working relationships with elected officials and agency representatives.
- Writes reports, letters and other written materials required to fulfill functions of the department including the bi-monthly Planning InSight newsletter.

- Prepares and delivers public presentations and leads municipal and community discussions on planning issues and projects. Includes attendance at night meetings as applicable.
- Serves as an Associate Director to the Bucks County Conservation District.
- Serves or designates an alternate as an ex-officio board member to TMA Bucks.
- Attends monthly Economic and Workforce Development meeting.
- Performs similar or related duties as required.

QUALIFICATIONS REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Master's (preferred) or bachelor's degree in planning or a degree and experience in a closely related field of expertise.
- Minimum ten years' planning experience preferably in Pennsylvania.
- Minimum of five years' project and staff management experience.
- Must have excellent writing and public speaking skills.
- Must be proficient in the Microsoft Office suite of programs, including Word, Excel, Outlook, and PowerPoint.
- Must have access to reliable transportation and be available to attend day and evening meetings as required.

Position: Executive Director

FUNCTIONAL REQUIREMENTS:

Physical Demands: (Check all that apply)

Balancing	X	Stooping	X	Pushing	X
Climbing	X	Crouching	X	Pulling	X
Crawling	X	Kneeling	X	Handling	X
Standing	X	Sitting	X	Talking	X
Turning	X	Reaching	X	Hearing	X
Seeing	X	Color Vision	X	Depth Perception	X
Mobility	X				

Lifting: (Check one)

X	A) Light	(20-25 lbs)
	B) Medium	(25-50 lbs)
	C) Heavy	(50-100 lbs)
	D) Very Heavy	(over 100 lbs)

Carrying: (Check one)

X	A) Light	(10-25 lbs)
	B) Medium	(25-50 lbs)
	C) Heavy	(50-100 lbs)
	D) Very Heavy	(over 100 lbs)

Aptitudes: (Check all that apply)

Form perception	X	Problem solving	X
Motor coordination	X	Working speed (ex. wpm)	X
Finger dexterity	X	Manual dexterity	X
Computer/VDT ability	X	General learning ability	X
Clerical perception	X		

Environmental Conditions: (Check all that apply)

Extreme cold		Extreme heat	
Temperature changes		Wet conditions	
Humid conditions		Exposure to fumes	
Exposure to blood and body fluids		Noise and vibration	
Exposure to chemicals		Poor ventilation	
Inclement weather conditions; Inside/outside weather conditions	X		

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. I certify I am able to perform each and every essential function of the job for which I have applied, with or without a reasonable accommodation.

Signature: _____ Date: _____