

State College Borough

Director, Planning

Job Description



REPORTS TO: Borough Manager
ROLE & LEVEL: L5

DEPARTMENT: Planning
FLSA STATUS: Exempt

WORK OBJECTIVE:

The Planning Director is responsible for the administration of federal grants, short and long range planning for municipal facilities, land use regulations, economic and community development, and direct supervision of planning staff. Position requires extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop and implement policies and procedures as well as determining efficient and innovative ways to accomplish the Borough's business strategies.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Provides staff support for various entities, primarily the Planning Commission and the Borough of State College Redevelopment Authority; administers several projects and programs as the staff lead
- Develops and analyzes policy documents for a wide range of issues including planning, economic development, and zoning enforcement items
- Enforces zoning ordinances and makes recommendations for policy changes
- Addresses stakeholder complaints, questions, and ideas; responds to requests for information or explanation of ordinances
- Oversees Housing and Urban Development (HUD) program implementation for the Borough and serves as a liaison with non-profit housing organizations in the region
- Serves as a liaison with the economic development community and various organizations to address issues and challenges in a changing economic climate
- Makes recommendations regarding zoning and land development changes that promote the Borough's development goals and complies with state planning regulations
- Supports the Office of Community Engagement, particularly regarding zoning enforcement

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Supervision:

- Reviews and evaluates work methods and procedures and meets with management staff to identify and resolve problems
- Assesses and monitors workload, identifies opportunities for improvement and implements changes
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; and implements discipline and termination procedures
- Oversees and participates in the development of organization-wide and administration of various departmental budgets; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of the principles and practices of urban and neighborhood planning and zoning as applied to local government land use regulations
- Advanced knowledge of the principles and practices of economic development and managing public and private partnerships
- Advanced knowledge of the principles and practices of public administration
- Skill in the use of Microsoft Office products (Word, Outlook, Excel, and PowerPoint) and applicable financial software
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to design, conduct, analyze and interpret results of special studies and reports used to evaluate program effectiveness
- Ability to summarize complex systems and information into easy-to-understand correspondence and presentations
- Ability to determine the economic and social problems of the Borough and how they relate to community development
- Ability to communicate effectively orally and in writing
- Ability to delegate, manage and supervise effectively

MINIMUM QUALIFICATIONS:

Bachelor's degree in planning, urban studies, public administration or related field; supplemented by ten or more years' experience in local government planning, including at least three years of supervisory or management experience; or an equivalent combination of education, certification, training, and/or experience. Must have certification with the American Institute of Certified Planners (AICP) or become a member within two years of employment. Must possess a valid Pennsylvania Driver's License.

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In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:

- Master's degree in planning, urban studies, public administration or a related field

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors

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The job description does not constitute an employment agreement between State College Borough and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date