

PLANNING AND ZONING MANAGER

General Definition of Work:

Performs difficult professional and executive work managing the Planning, E911 Addressing, Permitting and Zoning Divisions of the Planning & Development Department; does related work as required. Work is performed under the general direction of the Department Director.

Essential Functions/Typical Tasks:

Preparation of short and long-range development and improvement plans; preparing graphic materials; conducting research; interpretation of zoning, subdivision, floodplain and related codes; maintaining records and files; preparing reports; supervise planning, zoning, E911 addressing division staff; serves as zoning administrator, planning director, subdivision administrator, E911 addressing manager, permit counter supervisor, Community Rating System program coordinator, floodplain administrator.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Supervises planning, zoning, E911 addressing, and permit staff; sets division work plan and goals. Able to perform/train all jobs under direct supervision, knowledgeable of legal procedures for each area. Fills in for Department Director as needed.
- Serves as zoning administrator, planning director, subdivision administrator, floodplain administrator, and Community Rating System program coordinator.
- Responsible for preparing, entering and monitoring planning and zoning division budget.
- Maintains project permitting database for schools for student projections and future facility planning.
- Responsible for coordinating and staffing Planning and Zoning/Board of Adjustment meetings each month and special meetings as needed.
- Processes planning and zoning cases, including appeals.
- Works closely with County Attorney on planning and zoning related litigation. Attends court representing the County. Prepares court documents, research, etc. as needed.
- Conducts field investigations and inspections as needed, including inspections for NFIP/CRS program compliance. Issues citations as needed.
- Serves as departmental contact for Accela permitting program. Monitors program performance, coordinates needed updates/modifications.
- Coordinates with 911 Communications Director and city/town representatives on address public safety and dispatch conflicts.
- Works with Infrastructure and Asset Manager and Operations Manager on county projects.
- Coordinates internal services for other county departments.
- Monitors data extracts of permit data and departmental activity reports.
- Works with Health Alliance Environmental Service Division on septic permits and soil evaluations.
- Supervises Planning and Zoning Commission Clerk for Board related activities (meetings, minutes, etc.)
- Tracks legislative changes related to planning, zoning and flood.
- Serves as liaison and/or designated representative to various groups, committees and Boards, including the Cabarrus-Rowan Metropolitan Planning Organization Technical Coordinating Committee
- Works with Cabarrus Economic Development Corporation on economic development projects, RFIs, property research and mapping. Assists with preparation of RFI documents.
- Coordinates with Cabarrus County Sheriff on county code as it relates to zoning use and enforcement
- Analyzes demographic and geographic information regarding population estimation and projections.
- Composes amendments for zoning, subdivision and flood ordinances
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of the principles and practices of urban planning; thorough knowledge of current literature and recent developments in the field of urban planning; thorough knowledge of ordinances governing zoning and related codes; ability to analyze and systematically compile technical and statistical information and to prepare technical reports; ability to prepare and present technical information clearly and in an interesting manner; ability to establish and maintain effective working relationships with associates and representatives of other public and private agencies, ability to speak publically in small and large group settings.

Education and Experience:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in planning, public administration or related field and considerable experience in professional planning work. Master's degree preferred. Certified Floodplain Manager preferred.

Physical Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires standing, walking, pulling, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is typically not subject to adverse environmental conditions.

Special Requirements:

Possession of American Institute of Certified Planners (AICP) certificate. Certified Zoning Official (CZO) certificate. Night meetings required.

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