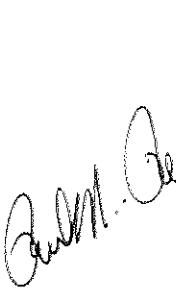




MEMORANDUM

DATE: January 31, 2014

TO: Mayor Michael J. Pantelides
Members of the City Council

FROM: Paul M. Rensted
Human Resources Director 

RE: Updated Planning Director Job Description

In accordance with City Code 3.08.070.B, please find attached for your approval an updated job description for the position of Planning Director. Changes made to the prior description are noted in the attached document, which has been reviewed and approved by the Acting City Manager and Human Resources Director as provided for in the Code.

If you have any questions, please do not hesitate to let me know.

3.08.070 Job descriptions.

- A. All exempt service job descriptions, with the exception of the City Manager, Department Directors, and contractual employees, shall be approved by the Director of Human Resources and City Manager.
- B. The job descriptions for the City Manager and Department Directors shall be reviewed by the Director of Human Resources and City Manager then submitted to the City Council for approval.
- C. The job descriptions for contractual employees shall be prepared by the Department of Human Resources then approved by the Director of Human Resources and City Manager.

(Ord. No. O-18-12 Amended, § 1, 10-8-2012)

Planning Director

Job Class Code: 5001

Pay Grade: 20

FLSA: Exempt

Updated: 3/2/05

GENERAL STATEMENT OF DUTIES: Directs and participates in the work of the City Planning and Zoning Department in the development of a wide variety of comprehensive plans for the orderly growth and historic preservation of the City; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a high level, highly visible professional planning and administrative position requiring a master's degree and having a broad range of policy making responsibility and discretionary authority as defined in the State Land Use Article 66B. The Planning Director administers a full service municipal Planning Department consisting of and provides leadership to a professional staff engaged in a wide range of programmatic responsibilities that support the mission and goals of the department on an ongoing basis. In accordance with the City Code under Title 21, the Planning Director reports directly to the Mayor and City Councilmen/City Manager. The Planning Director guides the City Council in establishing legislative policy affecting all aspects of municipal government related to development, historic preservation, economic vitality, transportation planning, environmental policy, community development and housing, parks and recreation planning, infrastructure and capital projects planning. The Department of Planning and Zoning anticipates the City's needs in formulating the City's legislative and policy vision for the future. The Planning Director acts as liaison between state, regional and local officials and manages the legislative approval process on the local, state and regional level. This position serves as the policy arm for the Mayor and City Council. This position works with the Planning Commission, and Zoning Commission/Board of Appeals, Historic District Commission, Maritime Advisory Board, Board of Appeals, and Housing and Community Development Committee, Annapolis Conservancy Board, and the Parks and Recreation Advisory Board. This position may have some interaction with the Maritime Advisory Committee and the Annapolis Conservancy Board. These functions require extensive public presentations as well as formal hearings and daily interaction with the media/public. The Planning Director is required to present land use proposals at public hearings before both the Planning Commission, and the Zoning Commission/Board of Appeals and City Council four times a month on a regular basis.

EXAMPLES OF WORK: (Illustrative only)

- < Plans for the physical development, redevelopment and growth of the City;
- < Prepares comprehensive development plan, sector studies and accompanying rezoning for all commercial, residential, industrial and maritime property within the City to include an understanding of historic districts and historic preservation;
- < Prepares, administers and enforces a City-wide zoning map and zoning rules;
- < and Prepares, administers and enforces regulations governing the use of all land in the City, including regulation of occupancy and use of property, and issues all zoning certificates;
- < Makes determinations and enforces all land use, zoning and subdivision regulations;
- < Serves as the zoning hearing officer in all matters relating to site design review;
- < Authorizes all subdivision of land within the City;
- < May directly grant administrative variances to residential zoning requirements;
- < Administers a wide variety of specific planning services including: General Development Plan; Capital Improvement Program, Central City Business Development, Economic

and Maritime Development, Transportation Management, Housing and Community Development and City-wide Development and Zoning Program;

- < Works with inspections and permitting functions to ensure integration with development and revitalization plans;
- < Represents the City and maintains liaison with a wide variety of Boards and Commissions, City employees and other government agencies;
- < Plans, organizes and reviews the work of subordinates, establishes objectives, motivates, and provides feedback to assigned staff; ~~Supervises staff and consultants and prepares performance evaluations;~~
- < Prepares Department work programs and budgets;:-
- < Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Comprehensive and broad knowledge of the principles and practices of urban planning, historic preservation, transportation planning, environment analysis and resource management, economic and community development and housing development, inspections and permits, and financing; extensive knowledge of the philosophy as well as the legal precedence pertaining to all of these areas; superior ability to exercise judgement and discretion in legal determinations affecting land use and zoning; demonstrated skill in the areas of negotiation, consensus building and conflict resolution; demonstrated presentation ~~and debating skills~~ are essential as well as a superior ability to communicate both orally and in writing; good professional judgment.

ACCEPTABLE EXPERIENCE AND TRAINING: ~~Requires~~ Extensive professional planning experience of a progressively responsible nature at least three years of which must be at an executive or supervisory level, some of which shall have been in an administrative capacity and possession of a master's degree from an accredited college or university in city urban or regional planning; American Institute of Certified Planners certification desirable is required; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

AMERICANS WITH DISABILITIES ACT:

Physical ability: ability to work at desk in office and to observe activities in the field and office ;strength and agility sufficient to climb into and operate a passenger motor vehicle; to ambulate over rugged terrain, etc.; to stand for long periods while making planning presentations; ~~ability to withstand working outside in bad weather conditions.~~

Visual ability: sufficient to read and write reports, correspondence, instructions, etc.:-

Hearing ability: sufficient to understand radio transmissions, conversation with other individuals both in person and over a telephone.

Speaking ability: sufficient to communicate effectively with other individuals in person and, over a telephone ~~and/or radio.~~

Freedom from mental disorders which would interfere with performance of duties as described.