

## **Planning Director**

**Job Class Code:** 5001  
**Pay Grade:** 20  
**FLSA:** Exempt  
**Updated:** 3/14

**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. The Planning Director administers a full service municipal planning department and provides leadership to a professional staff engaged in a wide range of programmatic responsibilities that support the mission and goals of the department. In accordance with the City Code under Title 21, the Planning Director reports directly to the 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 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 works with the Planning Commission, Zoning Board of Appeals, Historic Preservation Commission, Board of Appeals, and Housing and Community Development Committee. 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 public. The Planning Director is required to present land use proposals at public hearings before the Planning Commission, the Zoning Board of Appeals and City Council 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;
- < 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, Central City Business Development, Economic and Maritime Development,

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;
- < 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 judgment and discretion in legal determinations affecting land use and zoning; demonstrated skill in the areas of negotiation, consensus building and conflict resolution; demonstrated presentation skills are essential as well as a superior ability to communicate both orally and in writing; good professional judgment.

Requires extensive professional planning experience of a progressively responsible nature at least three years of which must be at an executive or supervisory level, and possession of a master's degree from an accredited college or university in urban or regional planning; American Institute of Certified Planners certification is required.

**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.

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

Hearing ability: sufficient to understand 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.

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