

**BENTON COUNTY POSITION DESCRIPTION**

<b>CLASSIFICATION</b>	<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>	<b>FLSA STATUS</b>
Program Manager	C	4	3	Exempt
<b>POSITION TITLE:</b>	<b>Planning Division Manager</b>		<b>POSITION#:</b>	
<input checked="" type="checkbox"/> <b>New</b> <input type="checkbox"/> <b>Revised</b> <b>(Check one)</b>	<b>Date:</b>			
<b>SERVICE TYPE:</b>	NON-REP MANAGEMENT			
<b>Employee Name:</b>	<b>Vacant</b>	<b>Department:</b>	<b>Community Development</b>	<b>Supervisor:</b> <b>Community Development Director</b>
<b>FTE:</b>	1.0 FTE	<b>Employment Status:</b>	Regular Full Time	

**Position Summary:**

This position is responsible for operational oversight of the land use review program, including managing and improving processes, supervision of staff, assigning work, and ensuring the quality and timeliness of outcomes. This position also processes high-level land use applications, assists the public in understanding land use regulations and procedures, and undertakes special projects.

**Essential Duties**

<b>No.</b>	<b>Major Functional Area (MFA)</b>	<b>% of Time</b>
1	<p><b>MFA: Current-Planning Program</b></p> <p>Essential Duties:</p> <ul style="list-style-type: none"> <li>• Manages and oversees the day-to-day operations of the Planning Division professional, specialized and administrative staff and related activities. Provides supervision of assigned staff, including prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making or overseeing selection, termination, and disciplinary decisions.</li> <li>• Ensure quality and timely outcomes, work products and customer service in the department’s implementation of the Benton County Development Code.</li> <li>• Develop and establish policies, priorities and strategic direction for the Planning Division.</li> <li>• Identify process impediments and lead collaborative projects to develop new and improve existing operating procedures for the Planning Division.</li> <li>• Develop and recommend biennial budget for the Planning Division to the director; manage expenditures to comply with approved budget.</li> <li>• Act as Planning Official in the absence of the director, including: authority to interpret the Development Code, sign/issue land use decisions and sign plats; oversee quasi-judicial and legislative public hearings of the Planning Commission and Historic Resources Commission.</li> <li>• Manage public information function of the division</li> <li>• Collaborate and Coordinate with other divisions and departments regarding procedures and requirements for areas of shared responsibilities, such as review of building permits and land use applications.</li> <li>• Serve as Department liaison to the Planning Commission. Oversee administrative function of commission.</li> </ul>	65%

2	<b>MFA: Land Use Requests</b> Essential Duties: <ul style="list-style-type: none"> <li>• Research records, geographic data and/or applicable laws. Including interpreting ambiguous laws, maps or environmental impact</li> <li>• Conduct site visits to determine impact and make recommendations based on research and applicable laws</li> <li>• Organize and review input by County departments, outside agencies, legal entities and the public.</li> <li>• Create maps and other graphics</li> <li>• Produce reports and recommend land use decisions based on knowledge and research relative to County and state law.</li> <li>• Develop and design presentations; present at public hearings before the Planning Commission and/or Board of County Commissioners</li> <li>• Communicate complex information to the public in an understandable way.</li> </ul>	15%
3	<b>MFA: Public Information</b> Essential Duties: <ul style="list-style-type: none"> <li>• Respond to inquiries from members of the public</li> <li>• Develop and design presentations; present to public groups</li> <li>• Explain the County's land use program, state law, and related topics</li> <li>• Research records, geographic data, applicable laws and interpret maps</li> <li>• Manage creation of informational brochures and content for the departmental website.</li> </ul>	10%
4	<b>MFA: Special Projects</b> Essential Duties: <ul style="list-style-type: none"> <li>• Serve as project manager for varied Community Development projects.</li> <li>• Serve on interdepartmental committees and/or staff advisory committees.</li> </ul>	10%
<b>Other Duties as Assigned</b>		
<b>Percentages should total 100%</b>		<b>100%</b>

Special Requirements:

Driver's license. Working ability with geographic information systems and permit tracking systems.

Physical Requirements:

Primarily sedentary, sitting, reaching, walking, and may be required to move objects or boxes weighing up to approximately 20 lbs.

**NOTE:** The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.