

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:**

**PLANNING DIRECTOR**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform managerial and administrative work associated with directing activities of the Planning Department. Duties and responsibilities include directing department operations, recommending potential land use and long range planning issues, directing long-range planning and research activities, directing office administration activities, preparing/monitoring department budget, analyzing and evaluating transportation projects, supervising staff, providing information to the public, and performing relating functions. Reports to County Mayor.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, and disciplining.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Interprets and administers the provisions of county zoning resolutions, subdivision regulations, or other applicable codes/ordinances; prepares proposed draft amendments to zoning resolutions and subdivision regulations.

Consults with County Mayor, Board of Commissioners, Planning Commission, related committees, and other officials to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations pertaining to land use and long range planning.

Reports departmental operations and issues to county management and at Board of Commissioners meetings, Public Works meetings, and public hearings; provides information and answers questions.

Participates on various committees as appropriate; attends meetings; gathers/presents information, provides input, and responds to questions; makes speeches or presentations as appropriate; acts as secretary of Planning Commission and attends commission meetings.

Coordinates departmental activities with other county departments, other jurisdictions, outside agencies, officials, or others as appropriate.

Plans various transportation projects, in conjunction with other organizations, agencies, and departments; works with consultants on transportation planning projects, studies, and surveys; studies, analyzes, and evaluates various transportation projects.

Develops and administers department budget; monitors expenditures to ensure compliance with approved budget.

Directs activities of department's long range planning/research; prepares work plans for long range planning projects, transportation planning projects, geographic information system projects, and research/demographics projects; conducts demographical and econometric research; conducts and analyzes social trend surveys.

## **Rutherford County, Tennessee • Planning Director**

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Designs, tests, evaluates, and revises mathematical models for forecasting and distributing demographic and econometric variables over county planning areas.

Oversees and performs related administrative tasks; reviews environmental impact statements; evaluates traffic count maps; researches legal issues concerning zoning and land use; prepares various plans as directed by County Mayor.

Prepares or completes various forms, reports, correspondence, lists, permits, resolutions, cost estimates, purchase requisitions, charts, spreadsheets, budget documents, performance evaluations, or other documents.

Receives various forms, reports, correspondence, statistical data, applications, inventory records, spreadsheets, budget reports, system documentation, policies, procedures, codes, ordinances, resolutions, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates various equipment associated with department projects/activities, which may include a computer, printer, computer projection panel, LCD projector, overhead projector, camcorder, television, VCR, DVD, sound equipment, copy machine, fax machine, calculator, or telephone; utilizes word processing, spreadsheet, database, or other programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Oversees inventory of department equipment, supplies, or other materials; ensures availability of adequate materials to conduct work activities; initiates orders for new/replacement materials.

Provides assistance and information to the public regarding applications for classification, zoning appeals, zoning variances, conditional use permits, home occupation permits, subdivisions, procedures, documentation, fees, or other issues; receives/logs permit fees and generates receipts; responds to routine questions or complaints, researches problems, and initiates problem resolution.

Communicates with employees, other departments, county officials, commissioners, board/committee members, government agencies, surveyors, engineers, contractors, appraisers, realtors, attorneys, applicants, property owners, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive direction.

Maintains a comprehensive, current knowledge and ensures compliance of applicable laws, regulations, and long range plans, and of changes to county codes, ordinances, and resolutions; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

### **ADDITIONAL FUNCTIONS**

Performs clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

Master's degree in Urban Planning, Regional Planning, or closely related field; supplemented by three (3) years previous experience and/or training that includes progressively responsible urban planning, regional planning, strategic and long-range planning, zoning, site plan review, management/supervision, budget administration, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

**Human Interaction:** Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform moderately complex algebraic and geometric operations; ability to utilize principles of basic probability and statistical inference.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

## **ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, traffic hazards, or bright/dim light.

**PHYSICAL DEMANDS ANALYSIS**

**1. STANDING AND WALKING**

**Tasks:** Walking around office; standing at counter; walking to other county offices; some field work

**Surface:** carpet, hard floor primarily-Some asphalt, grass

**Estimated Total Hours:** 2-3 hours per week **Maximum Continuous Time:** 15 minutes

**2. SITTING**

**Tasks:** sitting at desk; meetings; vehicle driving

**Estimated Total Hours:** 35-36 hours per week **Maximum Continuous Time:** 2

**3. LIFTING/CARRYING**

**Objects:** office supplies; files, etc.

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs				X	
26-50 lbs				X	
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

**4. BENDING/SQUATTING/KNEELING**

**Tasks:** Occasionally bending/squatting to pick up dropped items or trash on the floor

**Frequency:** weekly

**5. REACHING**

**Tasks:** Reaching across desk for items needed, phone calls, etc.

**Hands Used:** RIGHT LEFT **BOTH X**

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"		Daily	<1 min	<10 lbs
21-36"		Daily	<1 min	<10 lbs

**6. WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>90</u> % of time
Outside	<u>10</u> % of time

**7. OTHER JOB DEMANDS**

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting		X
Sweeping/Mopping		X
General Cleaning	X	
Handling Trash	X	

**8. LIST TOOLS, EQUIPMENT AND MATERIALS USED:**

General office equipment; engineering scale; computer; phone

**9. HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes	X		Daily
Grasp	X		Daily
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Daily



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date