Director of Planning and Community Development

General Summary

Serving as a Department Head in the Division of Community Services and Economic Development, this salaried, at-will employee works closely with the Community Services Division to coordinate, prioritize, and implement the critical activities related to Planning and Community Development and is a member of the City’s administrative team. The Director of Planning and Community Development exercises independent judgment and decision-making responsibility in carrying out a wide variety of assignments, including developing and executing policies and procedures leading to the growth and development essential to the City’s vitality and the community’s needs. The Director of Planning and Community Development leads organizational wide ad-hoc teams in performing departmental activities, and is responsible for protecting and preserving the assets of the City of Mt. Pleasant and its citizens.

Essential Job Functions

Serving as staff liaison to the Planning Commission, interprets and applies state, county and local codes, ordinances, regulations, standards, specifications, policies and procedures pertaining to all planning related items. Prepares monthly meeting materials and develops and recommends actions on various planning and zoning issues, such as site plans, variances, zoning changes, ordinance amendments, use permits, master planning, and other planning-related issues. Leads the internal site-plan review process and partners with City staff and developers to bring the best quality and design out of each project. Explains and interprets the zoning ordinance and planning issues to the public, developers, builders, residents and the Board and Commission members.

Utilizing team concepts, the Director of Planning and Community Development is responsible for casting a growth and development vision and goals consistent with the City’s priorities and community’s needs. Oversees the periodic update to the City’s Master Plan and is responsible for promoting plan implementation. Evaluates, develops and implements continuous improvement in the efficiency and effectiveness of departmental policies, procedures, and practices to accomplish citywide planning, regulation of land, and community development projects, both assigned and self-initiated, including planning-related interaction with City departments and other governmental agencies.

Operating as a community builder, constantly re-evaluates and researches development needs and recommends actions and solutions which may include state and federal program assistance; ordinance changes or funding solicitation. Involved with a variety of community groups and organizations to build, maintain and develop relationships with citizens and businesses. Manages all aspects of the annual Citizens’ Academy program.

Responsible for preparing and monitoring the planning annual operating budget; assists the Community Services Division in preparing and reviewing annually with the Planning Commission the six-year capital improvement plan to support established City and departmental strategies and goals; and oversees and administers capital projects as requested. Manages and maintains the City of Mt. Pleasant Redevelopment Ready Community status.

Makes presentations to the City Commission, various community, regional, and state groups and agencies regarding planning and community development programs or issues impacting the City.
Assists the Director of Community Services and Economic Development on a variety of projects, including economic development and other initiatives.

As a member of the Community Services Division administrative team, actively participates in collective problem solving, as well as assisting other team members as part of a culture which encourages creativity, innovation, and promotes a positive, supportive environment within the Division and City.

Serves on various cross-functional teams throughout the City to lead and/or assist with the brainstorming or implementation of community priorities as identified.

Performs related work as requested.

Note: All functions are considered essential

**Minimum Requirements**

**Education:**
Bachelor’s Degree in Urban and Regional Planning, Public Administration or related field with a minimum of three years progressively responsible planning or community development experience in municipal government, or an equivalent combination of formal education and experience providing the required knowledge, skills, and abilities. A Master's Degree in Urban and Regional Planning and America Institute of Certified Planners (AICP) certification, preferred.

**Knowledge Of:**
Michigan Planning and Zoning Enabling Acts and Local government principles and practices, operation and structures; planning and community development, including design, strategic planning, site plan review, state land use law, zoning ordinances; and principles of public relations, project management, supervision, and budgeting. Master Plan development and implementation best practices. Tax capture districts. Form Based Code principals and best practices.

**Skilled In:**
Must possess a high level of professional and personal integrity and be committed to the concept of organizational excellence through the use of innovative problem-solving, team work and collaboration with internal and external community partners.

Widely accepted business software applications. Adobe InDesign software, relevant to updating the zoning ordinance.

**Ability To:**
Maintain professional growth in areas of responsibility through extensive research, continuing education, training, and involvement in professional associations.

Apply general principles and ordinances effectively; establish goals and priorities; write concise reports and recommendations; and make creative designs and solutions to complex development concerns.

Effectively communicate, orally and in writing, and to establish and maintain positive working relationships with other employees, developers, property owners, and the public regarding any aspect within the assigned scope of responsibility; use proven problem-solving techniques to resolve issues and conflict to assure that efforts are effectively directed toward achieving the City’s
goals.

Independently and cooperatively plan, organize, prioritize, coordinate, and evaluate multiple events and activities; build and actively participate in the development and maintenance of successful and professional work teams.

**Additional Requirements:**
Valid Driver's License and a safe driving record.

Must reside and maintain principle domicile within the limits of Isabella County or within 20 miles from the nearest city limit, whichever is greater, within twelve months of hire.

**Physical and Mental Demands and Work Environment**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear; use hands to manipulate, handle, or feel and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus; transport self to meetings, conferences, etc. Must possess the mental abilities to analyze, reason, supervise, comprehend, evaluate, organize, and handle the stress associated with administrative and supervisory responsibilities. The noise level in the work environment is usually moderate.

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<tr>
<th>Job Title</th>
<th>Job Code</th>
<th>FLSA Status</th>
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<tr>
<td>Director of Planning and Community Development</td>
<td>N121</td>
<td>Salaried Exempt</td>
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**Employee Group**

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<tr>
<th>Reports to</th>
<th>Direct Reports</th>
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<tr>
<td>Director of Community Services and Economic Development</td>
<td>Interns when on staff</td>
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