



TOWN OF BUENA VISTA
Job Title:
Planning Director

Department: Planning	Pay Grade: 10
Reports to: Town Administrator	Wage Range: \$65,456 - \$90,584 annually
Work Location: Town Hall	Effective Date: 6/4/2021
FLSA Status: Exempt	Revision Date:
Full Time: Yes Part Time:	Approved By: P. Puckett

JOB SUMMARY

Provides direction, leadership, and general oversight of the Town’s planning and development functions, understanding that Buena Vista is its own unique community, with its own disparate social and political dynamics. Plans, organizes, coordinates, and directs the development activities of the Town to ensure the orderly development, economic health, and community vitality of the Town and maintain alignment with citizen values and with the Collective Vision Statement. Serves as a member of the Town’s management team. Performs a variety of supervisory, technical, and administrative tasks such as planning, budgeting, coordinating, and directing overall operations within the Planning Department.

JOB DUTIES

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Buena Vista reserves the right to modify or change the duties or essential and additional functions of the job at any time.

- Performs executive-level administrative, supervisory, and public contact work necessary to direct the Planning Department.
- Prepares and/or supervises preparation of agenda items for the Town Board of Trustees, Planning and Zoning Commission, Historic Preservation Commission, Board of Adjustment, Board of Appeals and any other Commissions or Committees assigned. Acts as staff or assigns staffing for the above bodies.
- Conducts or coordinates special studies relating to planning, zoning, and economic development.
- Reviews and recommends changes to Town zoning and building ordinances; cooperates with the Planning and Zoning Commission in writing, revising, and updating the Town’s Comprehensive Plan and zoning amendments; coordinates planning input from other department heads and consultants; organizes, schedules, and participates in the Planning and Zoning Commission, Historic Preservation Commission, Board of Adjustments, and Board of Appeals meetings. Attends and gives presentations during Board of Trustees meetings.

- Serves as the principal Town representative in coordinating with Chaffee County on building, zoning, and land use matters.
- Plans, organizes, directs, and evaluates economic development activities within the Town, and coordinates/encourages development of strategies that maintain and enhance the long-term economic vitality of the Town.
- Prepares, presents, monitors, and controls department annual and capital budgets; approves expenditures; presents programmatic budget requests; and plans and prepares for adequate staffing, training, supplies, and facilities.
- Presents proposed programs and projects to community groups and at public meetings; makes presentations to the Board of Trustees regarding local and regional issues as necessary.
- Responsible for administration of all operations and activities of the Planning Department and coordination of these activities with other departments.
- Conducts periodic performance evaluations of Planning Department staff.
- Addresses and resolves complaints, concerns, and questions from citizens, contractors, developers, business owners, and public and private agencies concerning Town services, policies, and procedures, and Planning Department activities and programs.
- Coordinates long-term planning projects with the community, stakeholders, other governmental entities, the Planning and Zoning Commission, and the Board of Trustees.
- Coordinates periodic updating of the Town's Comprehensive Plan.
- Coordinates implementation of the Comprehensive Plan, including developing and recommending complementary changes to the Municipal Code.
- Manages planning activities to ensure consistency with approved goals for growth and land use.
- Administers Town planning functions, including development, interpretation, and enforcement of zoning regulations, the Municipal Code, the building code, the sign code, etc.
- Reviews, critiques, and makes recommendations regarding site plans, landscape plans, subdivision and development proposals, municipal building projects, etc., with attention to conformance to applicable zoning and land development code.
- Coordinates grant administration activities: writes and reviews grant applications; monitors existing programs for compliance with regulations.
- Participates in negotiation of development agreements and ensures implementation of such agreements once approved by the Board of Trustees. Coordinates field inspections and other review activities to ensure conformance with approved plans.
- Reviews all rezoning requests for consistency with applicable Municipal Code and Comprehensive Plan requirements for Town development.
- Provides information, presentations, reports, and recommendations to the Town Administrator, the Planning and Zoning Commission, the Historic Preservation Commission, the Board of Adjustment, and the Board of Trustees regarding building, zoning, and other development issues.
- Serves as the primary Town liaison with the Chaffee County Building Department administration for its reviews as the Town's contracted building permit reviews.
- Produces and maintains planning records retention process (electronic and hard copy).

- Collaborates with the Public Works Department to maintain an integrated Geographic Information Systems (GIS) database for the Town that includes utilities, zoning, streets, trails, water infrastructure, etc.
- Coordinates with the Planning and Zoning Commission and other Board Chairs to develop meeting agendas, schedule hearings, etc. Ensures compliance with local ordinances and state statutes regarding the conduct of business by public bodies (e.g., public notice of meetings, record keeping requirements, etc.).
- Responsible for developing and maintaining public information regarding planning and zoning matters. This includes meeting as needed with builders, business owners, developers, homeowners, and others to explain zoning codes and development procedures. Oversees planning and zoning information on the Town's website.
- Assists with planning and design of the Town's development and construction projects.
- Other duties as assigned by the Town Administrator.

SUPERVISORY RESPONSIBILITIES

- Supervises Planning Department staff and contracted personnel.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of urban/rural and regional planning, historic preservation and environmental review, in both long-range planning and current development review.
- Municipal planning; federal, state, and local laws and other laws pertaining land use planning and development.
- Codes, ordinances, and planning regulations and processes, in both long range and current planning review.
- Writing grants.

Skills and Ability to:

- Customer service skills including the ability to provide excellent customer service and resolve/diffuse customer issues and complaints.
- Excellent oral and written communication skills.
- Establish effective relationships with other departments as well as with community associations, the business community, civic organizations, regional partners, and various interested groups and individuals.
- Elicit cooperation and resolve conflict.
- Operate a personal computer and printer including word processing and spreadsheet software.
- Initiative, supervisory skills and independent judgment. Individual must be a highly organized, detail-oriented, team player with superior time management skills.
- Edit and write a range of materials for a variety of audiences and make clear public presentations on a variety of planning related topics.
- Be flexible with the ability to work in a dynamic environment.

EDUCATION AND EXPERIENCE

- **Education/Training:** A Bachelor's degree in Planning, Urban Studies, Public Administration or related field. Master's degree in Planning or a related field is preferred. Work experience may be considered in lieu of education.
- **License or Certificates:** AICP preferred
- **Work Experience:** Five (5) years of experience in both long range and development review in planning or a planning related field, or any combination of education and experience that provides the required knowledge, skills and abilities. Previous municipal management experience is preferred. AICP membership preferred.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the functions of the job. Work involves walking, talking, hearing, using hands to handle, feel, or operate objects, tools, or paper, and reaching with hands and arms.

- **Environment:** Most duties of this position are performed in an office environment and involve sitting at a computer for extended periods. Some duties will be performed outdoors including in inclement weather.
- **Physical:** Frequent sitting, standing, step climbing, and walking. Must be capable of lifting 30 pounds. May require reaching and lifting above the shoulders, climbing, balancing, bending, stooping, kneeling, and/or crouching. Must be able to operate motor vehicles.
- **Vision:** Must have good close, distance, and peripheral vision, as well as depth perception and the ability to adjust focus.
- **Hearing:** Must be able to talk and hear in order to communicate information and maintain awareness of the environment. Employee must be able to use a telephone.

ACKNOWLEDGEMENT

By signing below, you are acknowledging that you are in receipt of this job description:

Signature

Date

Printed Name