

FAIRFIELD COUNTY, SOUTH CAROLINA

JOB TITLE: PLANNING AND BUILDING DIRECTOR
PLANNING AND BUILDING DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, coordinates the activities of the Planning and Building Department to ensure the proper enforcement and administration of the County zoning and development standards and ordinances and the development, administration and implementation of the County's Comprehensive Plan. Acts as building official and code enforcement officer for the County. Performs related administrative, supervisory and technical duties as required. Reports to the County Administrator.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Supervises the operation of the Planning and Building Department; assigns work loads and establishes work schedules; directs and supervises duties of assigned staff. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; and recommending and approving employee promotions, transfers, discipline and discharge.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Maintains overall responsibility for determining development and zoning compliance in Fairfield County; reviews and determines approvals and disapprovals of zoning compliance. Ensures that equitable enforcement of the zoning and development ordinances is carried out, and that legal guidelines regarding public notice, property owner notification, time considerations and proper procedures are followed by division personnel.

Is responsible for subdivision regulations and for administering the flood damage prevention ordinance.

Reviews and approves/disapproves plats, plans and signs. Reviews and approves permits.

Processes zoning applications and appeals.

Serves as the County's building official, overseeing all building inspection functions. Oversees the issuance of building permits, mobile home licenses, mobile home moving permits, etc.

Assists Planning Committee, Zoning Board of Appeals, Councils, committees and community organizations as required. Attends related meetings and makes presentations as requested.

Coordinates development and zoning approval with other Planning and Public Works departments and divisions.

Administers and coordinates updates of the Comprehensive Plan, including mandatory elements pertaining to population, economic development, natural resources, cultural resources, community facilities, housing and land use.

Formulates recommendations regarding the development of water, sewer, roads, open space, industrial recruitment, zoning, geographic information systems, impact assessment and other functions of the County.

Assists in the development and implementation of various policy and legislative decisions and inter-governmental agreements made by Council and County Administrator.

Generates, compiles and maintains demographic and statistical data related to both long- and short-range planning needs of the County.

Ensures the maintenance of accurate files and information to support a variety of projects. Oversees the maintenance of permanent records of zoning maps and text amendments, variances, special exceptions, appeals, rezonings, public service uses, etc.

Analyzes zoning ordinances and makes recommendations for improvement as appropriate.

Prepares reports and graphic display materials descriptive of department research and recommendations.

Receives and responds to public inquiries and complaints regarding building, planning and zoning issues. Presents information at public hearings as required.

Receives, reviews, prepares and/or submits various records and reports including plats, site plans, signs, drawings, business licenses, building and sign permits, photographs, purchase orders, zoning applications, zoning charts, checklists, memos, correspondence, etc.

Operates a variety of equipment such as a computer, printer, fax machine, copier, blueprint machine,

PLANNING AND BUILDING DIRECTOR

camera, large document printer, drafting instruments, engineer's scale, binding machine, telephone.

Interacts and communicates with various groups and individuals such as the County Council, Planning Committee, Board of Appeals, co-workers, subordinates, department heads and employees, attorneys, engineers, architects, realtors, developers, machine, calculator, managers, consultants, utility companies, chambers of commerce, elected officials, industry leaders, citizen groups and the general public.

ADDITIONAL JOB FUNCTIONS

Performs general administrative work, including but not limited to conducting meetings, preparing reports and correspondence, entering computer data, copying documents, reviewing mail and literature, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree in city and regional planning, public administration, or other relevant field supplemented by three to five years of city and regional planning and public administration experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery including a computer, telephone, copier, calculator, etc. Must be able to exert up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to push, pull or otherwise move objects. Sedentary work involves sitting most of the time while walking or standing for periods of time. Must be able to lift and/or carry weight up to 25 pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable structural or compositional characteristics (whether similar to or divergent from a standard) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling to or exchange information. Includes giving assignments and/or directions to subordinates, receiving direction and instruction from supervisor.

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PLANNING AND BUILDING DIRECTOR

Language Ability: Requires ability to read a variety of policies and procedures, plats, drawings, legal documents, etc. Requires the ability to prepare reports, correspondence, budgets, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to apply influence systems in managing a staff; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including urban planning, code enforcement, building construction / engineering, economics, land use, budgeting, personnel, etc.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to use mathematical formulas, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion. Must be able to use practical applications of algebra, geometry and statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, tools, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a slight degree, or to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PLANNING AND BUILDING DIRECTOR

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the Department as they pertain to the performance of duties of the Planning, Building and Zoning Director. Has considerable knowledge of the functions and interrelationships of County and other governmental agencies. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to ensure departmental compliance with all laws and regulations and control the activities of the department through effective supervision. Has knowledge of urban / community planning and development, housing and land use, building construction techniques, codes and code enforcement, etc. Has knowledge of the methods and acceptable practices required to perform thorough and accurate inspections and to determine code compliance. Has knowledge of codes and regulations relative to issuing permits in zoning, building, and related areas. Is able to analyze statistical and demographic data and make related recommendations. Is able to assist in the development and implementation of various policy and legislative decisions and inter-governmental agreements. Is able to make sound, educated decisions. Knows how to plan, organize and direct a staff. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Has the ability to offer instruction and advice to subordinates regarding departmental policies, methods and regulations. Is able to perform employee evaluations and to make recommendations based on results. Has the ability to offer training and assistance to co-workers and employees of other departments as required. Has the ability to use independent judgment and discretion in supervising various programs including the handling of emergency situations, determining procedures, setting priorities, setting schedules, maintaining standards, planning for future County needs and resolving problems. Has the ability to plan and develop daily, short- and long-term goals related to County purposes. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has good organizational, technical and human relations skills. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of proper English usage, punctuation, spelling and grammar. Has knowledge of modern office practices and technology; has skill in the use of computers for word and data processing. Has the mathematical ability to handle required calculations. Is able to compile, organize and utilize various financial information necessary in the preparation of the departmental budget, and knows how to prepare and monitor the budget. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has comprehensive knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations. Has knowledge of the occupational hazards and safety precautions of the industry.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external

PLANNING AND BUILDING DIRECTOR

entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures

PLANNING AND BUILDING DIRECTOR

such standards are not violated.

Planning: Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing: Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

Staffing: Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation and training.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

Delegating: Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

Decision Making: Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

Human Relations: Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a

PLANNING AND BUILDING DIRECTOR

work environment to promote and maintain mutual respect.

Policy Implementation: Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

Policy Formulation: Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.