

Announcement No. 20-020

November 12, 2020

**PLANNING DIRECTOR  
PLANNING DEPARTMENT**

Under the general supervision of the City Manager, the Planning Director is responsible for developing and administering programs and regulations guiding the utilization of land and facilities within the City. The Planning Director coordinates and directs all operations of the planning department, zoning administration and code enforcement activities, and prepares and updates planning related studies. The Planning Director shall function with a high degree of independence and utilize sound professional judgement, demonstrate planning and organizational skills to establish and manage priorities, programs and staff for his/her functional area. The Planning Director shall be committed to the mission, vision and values of the City and demonstrate ethical conduct, community stewardship, individual initiative and responsive service. The Planning Director shall demonstrate effective performance through clear, concise communication; collaboration; proper allocation and utilization of resources; sound decision-making; personal accountability; and responsibility.

- ✓ Educational requirements include a Bachelor's degree in urban planning, urban design, public administration, economic development, or related field. Master's Degree preferred.
- ✓ Minimum of five years of progressively responsible planning experiencing, including administration, place making, and zoning administration responsibilities.
- ✓ Three years of supervisory experience preferred.
- ✓ Certification as a professional community planner (AICP) is preferred.
- ✓ Thorough knowledge of applicable state statutes and local development ordinances and regulations.
- ✓ Thorough knowledge of the theory, principles and techniques of municipal planning, place making, urban design and land-use issues.
- ✓ Thorough knowledge of the practices of site plan review and compliance inspections.
- ✓ Respond to public inquiries and internal requests with a high degree of diplomacy, tact, accuracy and professionalism.
- ✓ Ability to understand and manage high-profile, sensitive or controversial political situations.

*Residency requirement:* 20-mile radius from nearest City limit. This is an exempt City Management position, with a pay classification Grade 8. Starting wage on scale is \$72,560, additional compensation is dependent on qualifications. Competitive benefits package. A detailed job description and minimum qualifications can be viewed at <http://www.traverscitymi.gov/employment.asp> .

Please a **SUBMIT RESUME, COVER LETTER, AND COMPLETED APPLICATION** to the City of Traverse City, Human Resources Office, 400 Boardman Avenue, Traverse City, MI 49684 or via email to [citypers@traverscitymi.gov](mailto:citypers@traverscitymi.gov). Applications will be accepted until the position is filled.

Traverse City is an Equal Opportunity Employer



## JOB DESCRIPTION

<b>PLANNING DIRECTOR</b>			
<b>Department:</b>	Planning and Zoning	<b>FLSA Status:</b>	Exempt
<b>Job Code:</b>	01-800-048	<b>Unit/Group:</b>	ACT Group
<b>Work Comp Code:</b>	8810	<b>Pay Classification:</b>	Grade 8

<b>Reporting Relationships</b>
Receives general supervision of the City Manager
Supervisory responsibility for Planning and Zoning Department

<b>Essential Job Functions</b>
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do. <i>Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.</i>

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<b>Job Responsibilities</b>
Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

1. Performs job duties adequately, properly, and in a timely manner; follows personnel and department policies and operating procedures; shows respect, tact, and courtesy in dealings with coworkers and the general public; behaves in a manner that does not obstruct or hinder other employees from completing their duties; acts in a manner that is safe and follows the City's safety procedures at all times.

2. Plans, organizes, and directs all aspects of departmental operations including personnel, budgeting, general administration, and capital needs assessment. Develops and implements departmental policies and procedures, internal controls and reporting forms and departmental goals and objectives in accordance with department needs, City directives and applicable laws.
3. Consults with the City Manager on issues relating to policy and planning, he/she works independently in supervising the overall technical operations.
4. Participates in the recruitment and hiring of department personnel directly or through subordinate personnel. Supervises personnel, evaluates performance, and oversees training and professional development. Administers disciplinary action according to established procedures.
5. Develops and updates a comprehensive master plan that reflects the collective vision of the community. Conducts short and long range planning studies of City resources and physical surroundings. Identifies development trends and keeps abreast of land use laws and regulations.
6. Reviews private and public developments consistency with the community master plans and zoning ordinances. Guides developers to comply with the master plan, planning documents, and development regulations. Explains alternative development methods and conducts field inspections of projects to ensure conformity to statutes and regulations. Oversees the site plan review activities of the department.
7. Meets with and coordinates planning activities with community and historical groups, township, county and state officials. Makes presentations to citizen groups and government officials regarding planning issues. Convenes citizen and neighborhood forums to discuss and prioritize planning and development issues. Writes articles on planning-related topics for local and statewide publications.
8. Represents the Planning Department before the City Commission, Planning Commission and the Grand Traverse Commons Planning Commission. Advises the Commissions on matters related to the development of the City. Prepares recommendations on private developments and submits public improvement projects to the Planning Commission and City Commission for consideration.
9. Collaborates with other City Departments to plan a transportation circulation system that promotes safe, inviting and inclusive access throughout the community.
10. Coordinate street designs that will implement standards and policies of the street design manual.
11. Drafts revisions and amendments to the City Zoning and sign Ordinances. Oversees the enforcement of zoning laws within the City. Ensures corrective measures are undertaken by landowners.

12. Participates in the recruitment and hire of personnel. Supervises personnel, evaluates performance, and oversees training and professional development. Takes disciplinary action according to established procedures.
13. Prepares and presents annual budget and reports for the department, administers departmental budget, and ensures that the authorized budgetary procedure is properly used. Reviews and authorizes purchase requests, expense reports, and other related requests.
14. Acts as liaison between the City, developers, real estate contacts, architects, citizens, other governmental agencies, and municipal professional regarding Planning issues. Serves on special committees and participates in civic and professional organizations as appropriate.
15. Research, write, administratively implementing and monitoring applications for Federal, State and local grant programs.
16. Provides the development and the administration of the Capital Improvement Plan (C.I.P.).as directed by the City Manager.
17. Keeps abreast of changing regulations and policies through continued education and professional growth. Maintains cooperative relations with peer agencies and other governmental units. Attends conferences, workshops, and seminars as appropriate.
18. Acts as department spokesperson, establishing and maintaining effective relationships with citizens, news media, City officials, employees, and other interests. Responds to public inquiries and investigates complaints.
19. Establishes and maintains cooperative relationships with other City Departments, citizens, elected officials, development and community interests, peer agencies and related interests.
20. Exercises judgment with respect to accuracy, thoroughness, confidentiality and sensitivity of information being processed.
21. Participates in and receives applicable training in the National Incident Management System (NIMS).
22. Performs related work as required.

## Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

### Knowledge of:

- Thorough knowledge of applicable state statutes and local development ordinances and regulations.
- Thorough knowledge of the theory, principles and techniques of municipal planning, place making, urban design and land-use issues.
- Thorough knowledge of the practices of site plan review and compliance inspections.
- Considerable knowledge of municipal operations as they relate to the community and economic development of the City.
- Good knowledge of public relations practices and personnel management.

### Skills and Abilities to:

- Develop, implement and maintain procedures and processes to enhance efficiency in department operations.
- Effectively use office equipment and technology, including computers and related software, and the ability to master new technologies.
- Respond to public inquiries and internal requests with a high degree of diplomacy, tact, accuracy and professionalism.
- Effective and persuasive leadership comfortable with all levels of staff, public and others
- Effectively communicate ideas and concepts orally and in writing, and make presentations in public forums.
- Ability to understand and manage high-profile, sensitive or controversial political situations
- Strong problem-solving and negotiation skills
- Critically assess situations and solve problems, and work effectively under stress, work on several projects or issues simultaneously, within deadlines and changes in work priorities.
- Skill in interpreting and applying planning guidelines and ordinances.
- Skill in compiling and evaluating complex planning, design, land-use, and zoning codes guidelines and formulating policies, standards, and service recommendations.
- Skill in managing Planning department operations and programs.
- Ability to explain City ordinances and regulations to a wide variety of stakeholders.
- Establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with employees, elected officials, the media, professional contacts, and the public.
- Effectively train, lead and motivate employees and supervise and evaluate the work of others.
- Consistently demonstrate sound ethics and confidentiality of information.

**Education, Training and Experience:**

- Educational requirements include a Bachelor’s degree in urban planning, urban design, public administration, economic development, or related field. Master’s Degree preferred.
- Minimum of five years of progressively responsible planning experiencing, including administration, place making, and zoning administration responsibilities.
- Three years of supervisory experience preferred.

**Licensing and Other Requirements:**

- Certification as a professional community planner (AICP) is preferred.

<b>Physical Demands and Work Environment</b>
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The physical demands and work environment characteristics described are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
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**SUPERVISORY OR LEAD WORK RESPONSIBILITIES**

Coordination of the work of others is a typical function assigned to this position.

**PHYSICAL REQUIREMENTS**

In the performance of job duties, incumbent is required to use a computer for extended periods of time, mobilize to other locations, communicate verbally, and hear. While performing the duties of this job, the employee is regularly required to use written and oral communication skills; observe and interpret situations; develop, read and interpret data, information and documents; analyze and solve complex problems; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with frequent interruptions; and interact with officials and the public.

The employee frequently is required to stand, walk, use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move items of light to moderate weights. Specific vision abilities required by this job include close vision distance vision, color vision, depth perception, and ability to adjust focus. May be required to lift up to 25 pounds.

**TOOLS AND EQUIPMENT USED**

In the performance of job duties, the employee may use the following tools and/or equipment: multi-line phone system; computer and associated software; copy and fax machines; scanners; and other office related tools and equipment.

**WORK ENVIRONMENT**

This job is typically performed in a business environment under usual office working conditions. The noise level in the work area is typical of most office environments, with telephones, frequent interruptions, and background noises. The employee may be required to attend evening and/or weekend meetings, as directed. The employee occasionally is required to travel to other locations. The noise level in the work environment is can range between quiet to moderate.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*The City of Traverse City is an equal employment opportunity employer, committed to promoting equal employment opportunities for all applicants and employees.*

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employers and requirements of the job change.*

## Job Description History

Revised: 11.11.2020: Updated Format, added job responsibility 1-4, 10, 15-16, 18-21, Physical Demands and Work environment

Revised: 08.05.1999: Updated from MML Classification Study

## Budget

Primary	<b>101-800-702.000</b>	100%
Secondary		
Secondary		
Secondary		
Secondary		

## Approval

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Date