



CITY OF BRANSON - POSITION DESCRIPTION

PLANNING & DEVELOPMENT DIRECTOR

Grade: Director/103
FLSA Status: Exempt
Department: Planning & Development/Administration

POSITION SUMMARY: This is an executive level position that serves as the Director of the Planning & Development Department. The Planning & Development Director is responsible for the development and management of the Planning & Development Department. The employee plans, directs, manages and oversees the activities and operations of the Planning & Development Department, including the supervision of technical personnel. Works under limited supervision with work reviewed for results achieved. This position reports to and works under the supervision of the City Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Requires a regular and consistent physical presence, at the approved time, in the City of Branson Planning and Development Department offices in City Hall, and may telework with prior permission from the City Administrator. The duties and responsibilities include the following:

1. Behaves in a manner that promotes a productive, healthy, safe and positive work environment by:
 - a. Depicting trustworthiness through integrity, truthfulness, consistency and honesty, and while protecting confidential information as necessary;
 - b. Creating and maintaining positive relationships at all levels by treating others with courtesy, respect and in a conflict-free professional manner;
 - c. Taking into consideration the effects on others, on costs, and on intended outcomes of decisions and actions taken;
 - d. Upholding the public trust by being safe, enforcing safety, and working promptly, diligently and with a focus on quality;
 - e. Showing impartiality and equity toward others, and not using job responsibilities to provide nor elicit special favors, and by not making promises that conflict with job duties and responsibilities;
 - f. Adhering to all policies, laws and regulations as applicable to the role and to being a citizen.
2. Follows the ethical and legal directives of his/her supervisor(s).
3. Ensures that the City of Branson citizens and developers are given excellent customer service from City staff in the Planning and Development Department.
4. Supervises subordinates with respect to performance and behavior including approval of leaves to conform with personnel needs, discipline of employees, staff development functions, completion of performance evaluations and other personnel related functions. Participates in hiring, promotion and training.
5. Directs the development and implementation of the City's comprehensive planning program, including land use, transportation, housing, citizen involvement, redevelopment and area plans.
6. Supervises the planning function including zoning and subdivision application review and processing, and the building function, including the enforcement of all construction and related codes.
7. Serves as the key leader in guiding the City leadership through strategic planning.
8. Assists with the preparation of various development and expansion plans.
9. Prepares and monitors department budget.

10. Serves as technical advisor to the Planning and Zoning Commission and Board of Adjustment.
11. Serves as liaison to various boards; prepares information and makes recommendations to the Planning and Zoning Commission, Board of Adjustment, the Mayor and Board of Aldermen and the City Administrator regarding zoning, subdivision and development approvals.
12. Serves as liaison to neighborhood and commercial associations. Represents the City of Branson in meetings.
13. Researches legislation regarding zoning and land use ordinances; oversees updates to ordinances as necessary.
14. Researches and resolves public complaints and answers press inquiries regarding the Planning and Development Department.
15. Initiates and executes department policies, rules and regulations. Ensures and encourages compliance with City's adopted policies and procedures.
16. Maintains effective working relationships with the governing body, other municipal departments, citizens, developers, and fellow employees.
17. Must adhere to and follow City and department policies and procedures at all times while at work.
18. Other duties as assigned by the City Administrator

KNOWLEDGE, SKILLS, AND ABILITIES

**Any combination of education, training, and experience providing the following knowledge, skills, and abilities.*

- Thorough knowledge of the principles and practices of urban planning.
- Thorough knowledge of land use policy development and elements of comprehensive City plans, pertinent data sources, and research methods.
- Thorough knowledge of accepted practices and current trends in zoning, subdivisions, urban redevelopment, public services delivery, and capital programming.
- Thorough knowledge of mechanisms of land use control, growth management, urban growth economics, and institutions involved in land use regulations.
- Thorough knowledge of typical applications and terminology in related fields of engineering, architecture, data processing, public administration, and law.
- Thorough knowledge of economic development and its impact on the City.
- Knowledge of the techniques and principals of public relations, external community image building and marketing.
- Knowledge of U.S. Department of Housing and Urban Development grant program requirements.
- Knowledge of research techniques, sources of information, and statistical procedures.
- Knowledge of human resources management including hiring practices, disciplinary procedures, terminations, etc.
- Knowledge of the provisions of the City Code, Personnel Rules and Regulations.
- Knowledge of modern budgetary practices and methodology.
- Ability to make recommendations that impact the budget.
- Ability to help guide the City through strategic planning.
- Ability to mentor and guide others to succeed in excellent customer service.
- Ability to train and lead staff through critical changes.
- Ability to determine allocation of budget among divisions and manage the budget within assigned department.
- Ability to plan and coordinate the work of a department, and to put into effect and administer sound departmental policy.
- Ability to communicate (in English) clearly and effectively both orally and in writing. Ability to prepare and present oral and written reports, presentations and recommendations.
- Ability to establish and maintain effective working relationships with City, State and Federal agency representatives, other administrators, employees, legislators, boards and commissions, media representatives, and the general public.
- Ability to establish and maintain cooperative and effective working relationships with other departments.

- Ability to analyze, interpret, and apply technical principles and practices and to create innovative solutions to problems.
- Ability to recognize administrative problems and recommend design solutions and implement solutions.
- Ability to handle complaints and problems in a courteous and tactful fashion.
- Administrative ability to develop and carry out long-term and short-term goals.
- Understanding of organizational development and efficient use of resources.
- Ability to be accountable for inventory/property management.
- Ability to use various types of computer software (including Microsoft Office) and hardware.

PHYSICAL DEMANDS

The physical demands and working environment, which follow, is representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to fully perform the essential functions of their positions; but even with any such accommodation, the employee must be able to perform all essential duties in a manner that does not endanger his or her health or safety or the health or safety of others.

While performing the duties of this position, the employee is frequently required to twist, and bend; hold and grip objects; reach with hands and arms to both ground level and overhead; use hands to finger, handle or feel; talk, see, and hear; and sit for extended periods of time. The employee may be required to lift, carry, push, pull, drag and/or move a minimum of twenty-five (25) pounds with assistant or specialized equipment. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORKING ENVIRONMENT

While performing the duties of this position, the employee is primarily indoors with heating and cooling regulated in a general office environment. The employee is occasionally exposed to outdoor conditions. May encounter upset citizens or employees. The noise level in the work environment is usually low.

MINIMUM REQUIRED EXPERIENCE, EDUCATION, AND TRAINING

- Seven (7) years of increasingly responsible experience in planning and management, preferably in a municipal government environment.
- Graduation from a program, college, university, or institution of higher learning regionally accredited through the U.S. Department of Education through one of its regional accrediting agencies with a Bachelor's degree in Urban Planning or closely related field.
 - A combination of planning and development experience of eleven (11) or more years, as determined by the City, may be considered in lieu of the degree requirement.
- Three (3) years of supervisory or administrative experience required.

PREFERRED EXPERIENCE, EDUCATION AND TRAINING

- Code Official Certification and AICP are desirable.
- National Career Readiness Certificate Preferred.
- Additional licenses or certifications may be required for this position.

MISCELLANEOUS REQUIREMENTS

- Must be highly engaged in the department's goals and be able to work cooperatively with City leadership in achieving those goals.
- Must possess a high degree of integrity, strong work ethic and ability to work independently with minimal supervision.
- Must demonstrate excellent customer service to those of internal or external to the department.

- Must be highly organized and have the ability to effectively troubleshoot and solve payroll and grant related problems.
- Must possess no felony convictions related to areas applicable to the job, and must be able to pass a background investigation and drug and alcohol screenings.
- Must possess strong analytical and logical problem solving skills, strong interpersonal communication and relational skills, good organizational, project management skills, sound judgment, initiative, flexibility, and be detail-oriented.
- Must fulfill I-9 identification requirements within the guidelines set forth by the Department of Homeland Security through the E-Verify system.