



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Director, Planning & Building</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>County Commission</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>06/08</u>
DEPARTMENT: <u>Planning & Zoning</u>	JOB CODE: 1061	

DEFINITIONS:

With general direction, plans, directs, supervises and coordinates County land use planning, code enforcement and building inspection functions, and oversees the operations of the Boone County Regional Sewer District.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Plans, organizes and directs the functions of the planning, code enforcement and building inspection; hires, trains and develops staff; establishes annual operating budgets; serves as executive director of the BCRSD.

Directs the development and implementation of comprehensive land use plans; coordinates and provides guidance to landowners, the general public, the Planning & Zoning Commission and the Board of Adjustment; negotiates with developers, engineers, surveyors and attorneys regarding type and amount of infrastructure requirements for project approval and conditions of development approval.

Directs the monitoring developments throughout construction and implementation phases to ensure compliance with County regulations and conditions of approval established by the Planning & Zoning Commission and the County Commission.

Directs building inspection and code enforcement functions; ensures that all aspects of the national building code and County regulations for residential and commercial building are enforced.

Directs and coordinates BCRSD capital improvement projects; reviews BCRSD construction contracts and construction management contracts, implementation of BCRSD policies and regulations, integration of developer donated or constructed collection and/or treatment systems with BCRSD facilities.

KNOWLEDGE AND SKILL:

1. Comprehensive knowledge of the principles and practices of community planning.
2. Comprehensive knowledge of County, state and federal statutes, codes and regulations related to planning and development.
3. Comprehensive knowledge of Boone County Human Resources policies.
4. Skill in planning, organizing, budgeting and managing projects and staff.
5. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.
6. Skill in hiring, training managing and evaluating staff.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Public Administration or a related field and five years planning and management experience preferably in the government setting.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)