

Job Description

1. **Job Title** - Director of Planning
2. Department - Planning
3. Reports to - Mayor
4. FLSA Status - Exempt
5. Pay Range -
6. Date - July 19, 2005

7. Overall Function - Provide oversight, direction and staff support to the City of Hernando Planning program
8. Duties and Responsibilities -
 - a. Provide direction and supervision to all staff in establishing the work program related to the following
 - i. Preservation Commission and Program
 - ii. Planning Commission
 - iii. Project Review Process
 - iv. Building Inspection Program
 - v. Code Enforcement Program
 - vi. Design Review Process
 - vii. City of Hernando Tree Board
 - b. Work to ensure the amiability of appropriately trained staff
 - c. Establish efficient work environment
 - d. Ensure timely and productive service delivery related to the above
 - e. Carry out tasks assigned by Mayor and Board of Aldermen
 - f. In the absence of an Assistant Planner, perform all duties associated with the Assistant Planner position

2. Qualifications: To perform the work successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
 - a. Demonstrated mastery of city planning principals and practice
 - b. Ability to manage complex tasks and work programs in a dynamic, fast paced environment
 - c. Dedication to customer service
 - d. Ability to work effectively with diverse groups and among groups and persons with competing interests
 - e. Excellent written and verbal communication
 - f. Technical proficiency in GIS, Excel, Word and other planning related software programs
 - g. Ability to effectively manage tasks and work flow of staff, departmental budget and other critical administrative tasks

3. Requirements:
 - a. Master's Degree in City Planning
 - b. Membership in the American Institute of Certified Planners_Preferred
 - c. 8 Years progressively responsible experience