

POSITION NAME: Planning Director

REPORTS TO: Township Manager

SUPERVISES: Zoning Administrator

POSITION SUMMARY: Responsible for the administration of the Township Planning Department and all aspects of enforcing the Ada Township zoning ordinance, as well as other ordinance enforcement as may be assigned. Serves as liaison to the Planning Commission, Zoning Board of Appeals and the Township Board. Responsible for performing field investigations and issuing zoning compliance certificates for new uses or new construction. Interprets zoning ordinance and coordinates zoning compliance issues with contractor providing building inspection services. Manages the internal development review process and assists citizens and developers with inquiries and processing of zoning and development applications.

ESSENTIAL JOB FUNCTIONS: (An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.)

- Assists Township residents, developers, architects, engineers and others in understanding and applying zoning and other ordinance requirements, including standards, land use policies specifications and procedures.
- Manages department employees by screening and recommending for hire, providing developmental opportunities, supervising and appraising annual performance.
- Assists in selection of and administers contracts with planning consultants and other professional service providers.
- Prepares and administers department budget in conformance with the guidelines established by the Township.
- Prepares staff reports related to site plan reviews, special use permits, rezoning, plan reviews, requests for variances, and other regulated activities.
- Provides support to the Planning Commission, Zoning Board of Appeals and Township Board, and attends meetings.
- Prepares annual capital improvements plan for Planning Commission and Township Board.
- Responsible for the administration, implementation and revisions as necessary to the Township's comprehensive plan.
- Directs department personnel in processing applications for Planning Commission, Zoning Board of Appeals and Township Board review.

- Administers the Township's Brownfield program.
- Meets with other department heads to discuss Township goals, policies and procedures.
- Summarizes yearly activities and prepares annual report for the Planning Department.
- Administers planning-related ordinances; prepares applications and administers planning-related federal and state grants.
- Provides support to all Township Boards and Committees as needed.
- Ensures that all planning related legal notices and publications are issued according to applicable laws in coordination with the Township Clerk.
- Performs other related work that may be assigned.

KNOWLEDGE, SKILLS AND ABILITIES: (The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.)

Graduation from a college or university of recognized standing, with degree in urban planning, regional planning, community development or related subjects. A Master's Degree in Planning or the equivalent is preferred.

American Institute of Certified Planners (AICP) certification preferred.

Requires a thorough understanding of typical municipal zoning ordinances and statutory requirements concerning zoning and zoning administration.

Five years of experience in municipal planning and/or urban development and zoning ordinance enforcement.

Must have effective written and oral communications skills to deal with citizens, developers, and others interested in Township development and zoning matters.

Must have working knowledge of typical office-oriented software, particularly word processing. Working knowledge of other data processing systems very desirable.

Working knowledge of GIS systems is preferred.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: (The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must

be able to perform the essential functions of the position with or without reasonable accommodation.)

While performing the duties of this job, the employee regularly works in an office setting.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands and fingers; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The employee must occasionally lift and/or move up to 10 pounds.

REVISED: June 2, 2021