



Assistant Planning Director

Planning and Physical Development

PPD/2
Pay Grade: 23

JOB SUMMARY

This position assists in directing the operations of the Planning and Physical Development department.

MAJOR DUTIES

- Assists or acts in the Director's behalf in the management of the department's regulatory enforcement, current and long-range planning, and administrative functions.
- Provides supervisory oversight of department personnel to ensure that staff meet department goals and objectives; ensures compliance with federal, state and local policies and regulations.
- Assists in managing the department's functions related to the review, evaluation and preparation of Certificates of Compliance with Plat Requirements pursuant to the provision of state law.
- Assists in managing and implementing the county's floodplain management program, including compliance with state and federal program guidelines, the issuance of floodplain development permits, review and evaluation of elevation certificates and flood-proofing certificates.
- Assists in managing the department's functions related to the review, evaluation and licensing of automotive wrecking and salvage yards to ensure compliance with state law and county ordinances.
- Assists in managing the county's 911 addressing plan and GIS mapping operations.
- Identifies, evaluates, and provides recommendations and plans resolution measures to address the needs of the county's "colonias" and rural communities, particularly as related to current and long-range planning for water and wastewater facilities, road and drainage improvements, transportation, public facilities and services, recreation services, etc.
- Provides information, guidance and assistance as necessary to the general public and other county departments regarding compliance with state law and local regulations governing subdivisions or land development issues, planning activities, current or proposed improvement projects, and other department activities.
- Assists in preparing departmental budget requests, managing assigned budgets, and performing asset and financial management functions.
- Assists in coordinating municipal and county functions related to current and long-range planning for transportation improvements, subdivision developments, annexation, public facilities, etc.

- Provides technical assistance to the Commissioners Court, the County Judge and other county departments as needed.
- Assists in coordinating department activities with other county departments, local municipalities, and state agencies.
- Perform any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of federal, state and local laws pertaining to planning and subdivision enforcement.
- Knowledge of floodplain management regulations and techniques.
- Knowledge of land surveying concepts and principles.
- Knowledge of 911 addressing principles.
- Knowledge of department and county policies and procedures, including budget and personnel policies.
- Knowledge of computers and job-related software programs.
- Skill in reading plats, site plans, architectural renderings, and construction plans.
- Skill in the operation of computers and other standard office equipment.
- Skill in planning, organization, and decision making.
- Skill in the supervision of personnel.
- Skill in public speaking and public relations.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Planning Director assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include the Code of Federal Regulations, executive orders, Texas State Statutes, the Texas Administrative Code, the state constitution, and guidelines from federal, state and local agencies. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, administrative, supervisory, and technical duties. Frequent interruptions, strict regulations and deadlines, and the need to work with a variety of constituencies contribute to the complexity of the position.
- The purpose of this position is to assist in managing department operations. Successful performance helps ensure compliance with all relevant codes, regulations and laws.

CONTACTS

- Contacts are typically with the co-workers, building inspectors, engineers, architects, surveyors, developers, contractors, elected and appointed officials, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, motivate personnel, provide services, and justify, negotiate, or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching or stooping. The employee occasionally lifts light and heavy objects, and distinguishes between shades of color.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- This position has direct supervision over GIS Administrator (1), Office Manager (1), Principal Planner (1), Project Coordinator (1), Planner (1), GIS Technician II (1), and GIS Technician II (1).
- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position **is covered** by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree from an accredited college or university in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Must have a high school diploma or GED from an accredited institution.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date