

BOROUGH OF GETTYSBURG
DEPARTMENT OF
PLANNING AND HISTORIC PRESERVATION



JOB TITLE:
PLANNING DIRECTOR

(Full-Time)
(Non-Union/Exempt)

Job Description

(Created January 2020)

Definition

This position directs and administers the Borough's Planning, Zoning, and Code Enforcement programs, including flood plain management, ensuring compliance with applicable local, state, and federal regulations. This is a managerial and law enforcement position requiring a comprehensive knowledge of the physical, social, economic, and legal implications of local planning activities, and the ability to integrate diverse planning projects with the overall objectives of the Borough. The Planning Director reports directly to the Borough Manager.

Essential Functions of the Position

Administrative

1. Develops department-wide goals, objectives, policies, and procedures, and prepares department operations budget in conjunction with the Historic and Environmental Preservation Officer.
2. Supervises Planning Assistant, Code Enforcement Officer, and Historic and Environmental Preservation Officer. Provides oversight and assistance to contractors for zoning, code, and other planning-related functions as needed.
3. Reports events and activities to management and elected and appointed officials and ensures that the Borough Council is kept fully informed on the status of planning projects, and about any trends, events, or emerging planning-related issues of significance to the Borough.
4. Provides assistance to the Mayor and Council as requested with special correspondence and public relations.

Planning, Zoning, and Code Enforcement

5. Directs, develops, and coordinates planning and zoning responsibilities in accordance with the Pennsylvania Municipalities Planning Code, the Borough's Comprehensive Plan, Subdivision and Land Development Ordinance, Zoning Ordinance, and other applicable ordinances.

6. Acts as the Borough's Zoning Officer and Floodplain Administrator, and ensures compliance with the Pennsylvania Borough Code, the Pennsylvania Municipalities Planning Code (MPC), and the National Flood Insurance Program (NFIP).
7. Supervises the implementation and enforcement of the Borough's Nuisance, Health and Sanitation, Buildings, Code Enforcement, Historic Districts, Stormwater Management, Sidewalks, Signs, Solid Waste, Licensing Permits and General Business Regulations Ordinances, and other ordinances and policies as needed.
8. Performs studies and recommends policy in relation to the ordinances, policies, and resolutions under the purview of the Planning Department.
9. Serves as staff to the Borough's Planning Commission and Zoning Hearing Board.
10. Manages areas of responsibility in strict accordance with applicable laws, regulations, and established policy.
11. Responsible for working with local, county, and state agencies and organizations on community planning projects and compliance; Represents the Borough on regional/local committees related to planning and community development.

Grants Administration

12. Identifies, secures, and ensures compliance with grant funding sources related to community planning and development and department administration, and prepares jointly with the Finance Department all requisitions for grants funds and submits Fiscal Status Reports and Annual Reports as required.
13. Coordinates and administers the Borough's CDBG program with the Adams County Planning Office. Investigates potential new CDBG activities and provides oversight of project development and prepares annual 3-year Community Development Plan. Coordinates advertising, agency and citizen participation responsibilities, and required reporting, and oversees contract execution, conditions, and oversight for the CDBG Program.
14. Negotiates, implements, and administers approved sub-recipient agreements for the CDBG Program, and provides oversight of procurement and reimbursement requests for CDBG-funded projects jointly with the Finance Department.

Required Knowledge

1. Considerable knowledge of the theory, principles, and techniques of the planning profession and development process.
2. Considerable knowledge of local, state, and federal legislation and regulations related to Borough planning in Pennsylvania, such as the Pennsylvania Municipalities Planning Code, the International Building and Property Maintenance Codes, and other planning, preservation and environmental regulations as applicable.

3. Knowledge of principles of personnel management, including supervision, training and performance evaluation.
4. Knowledge of the methods and techniques of research and analysis.
5. Knowledge of the principles of budgeting and finance.
6. Familiarity with the challenges of small-town community planning.

Required Skills

1. Effective and persuasive leadership comfortable with all levels of staff, public, and others.
2. Strong written and oral communication skills, including editing, oversight or preparation of technical reports, and the presentation of information to government entities and various committees.
3. Strong interpersonal and public relations skills to work effectively with various officials, staff, citizens, and other customers/stakeholders.
4. Strong organizational skills.
5. Ability to understand and manage high-profile, sensitive or controversial political situations.
6. Strong problem-solving and negotiation skills.
7. Ability to exercise sound and independent judgement within general policy guidelines.

Qualifications and Minimum Education

This position level requires a master's degree in urban planning, public administration, or a related field and a minimum of four (4) years of progressively responsible planning experience; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

AICP designation required withing five (5) years of employment.

Signature Signature indicates the employee has read and understands the job expectations and requirements.

Employee Signature

Date