

The City of Altoona Position Description

Position Title:	Planning Director	Department:	Planning
Grade:	N	FLSA:	Exempt
Last Update:	December 2019	Reports To:	City Administrator

Purpose of Position

The Planning Director is a director level position that is responsible for articulating a compelling vision for Altoona that embodies the highest ambitions of livability, design excellence, quality public space, economic vitality, sustainable and ecological performance, and social equity, based on sound planning principles and market realities.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Directs and coordinates the functions of the Planning and Development Department as part of the City's Executive Leadership Team, including, budgeting, coordination of planning projects, and authoring development agreements.

Provides developers and the public with information pertaining to development requirement and standards. Meets with developers and property owners and advises them of the City's procedures, regulations and requirements pertaining to land development.

Serves as principal planner for land use, housing, parks and public space, economic development, and outdoor recreation management programs.

Serves as the City's Zoning Administrator with full charge of the City's development review process including, but not limited to, review of site plans, conditional uses, rezones, plat and certified survey maps and annexations. Coordinates comments and makes recommendations on development proposals from all affected City departments.

Serves as the City's primary zoning code enforcement officer.

Answers public inquiries and complaints related to City planning and zoning issues.

Administers the City's zoning code and proposes amendments to the City's zoning title and other areas of the Altoona Municipal Code.

Updates the City's official zoning map.

Coordinates updates to the City's Comprehensive Plan and other key City planning documents. Implements the approved Comprehensive Plan which includes ensuring that all development that occurs within the City and its extraterritorial jurisdiction area is consistent with the approved plan.

Collaborates, supports, and advises the City Engineer regarding the planning and design of transportation and public utilities, including water, sewer and stormwater.

Supervises the Building Inspector and oversees the building inspection and code enforcement offices for the City.

Supports and advises the City Administrator in the formulation and implementation of the City's economic development policies, strategies, and activities.

Manages and coordinates sustainability, climate and energy, and housing-related policies, programs, and activities.

Administers the City's Geographic Information Systems (GIS) in coordination with the City Engineer, and coordinates the curation of geospatial data, generation of maps and illustrations, and manages related consultant contracts.

Serves as staff and principal advisor to the City Council, Plan Commission, Parks Board, Zoning Board of Appeals and any other applicable bodies regarding planning and development responsibilities and assignments. Prepares meeting agendas and briefings; prepares findings of fact and recommendations to various boards.

Monitors best practices, applicable case law, and statutory changes as necessary to keep planning policies, practices and ordinances up to date.

Assists in preparations of grant applications and assists in grant administration and reporting.

Compiles necessary data and information required to prepare detailed reports on a wide variety of planning issues. Develops annual reports related to development activity.

Completes special projects, as assigned, to meet City goals and objectives.

Minimum Training and Experience Required to Perform Essential Job Functions

Graduation from a four-year college or university with major coursework in political science, geography, urban planning, or a related field. Four years' experience in community development, municipal planning, and project administration. Graduate degree and AICP credential preferred. Supervisory experience preferred.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to modify existing policies, strategies and/or methods to meet unusual conditions within the context of existing management principles. Ability to analyze and categorize data and information, to determine consequences and identify and select alternatives. Ability to decide the time, place, and sequence of operations within an organizational framework, as well as the ability to oversee their execution.

Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations. Ability to provide formal instruction in a classroom or other structured setting.

Ability to utilize a variety of advisory and design data and information such as invoices, budgets, financial statements, real estate purchase offers, contracts/agreements, grant applications/reports, bond prospectus, job applications/resumes, personnel policies, time sheets, performance evaluations, annexation petitions, planning applications, site plans, maps, aerial photos, comprehensive plan, press releases, promotional materials, technical reports, ordinances, resolutions, audit reports, loan manuals, state statutes, state administrative code, computer languages, accounting methods and non-routine correspondence.

Ability to communicate orally and in writing with city officials, other city department heads/employees, developers, contractors, business representatives, real estate brokers, news media representatives, state and federal agencies, other planners/development managers and the general public.

Mathematical Ability

The position is required to complete algebraic, geometric and statistical calculations.

Judgment and Situational Reasoning Ability

Ability to apply functional reasoning in synthesizing information and functions, and ability to influence others in activities such as leading, controlling, managing, supervising and teaching.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Physical Requirements

Ability to operate a variety of office equipment such as computer terminal, typewriter, blueprint copier, drafting instruments, architect's scales, telephone, fax machine, computer, printer and photocopier.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, such as typing and measuring.

Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds and textures associated with job-related objects, materials and tasks.

Environmental Adaptability

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as irate individuals and intimidation may cause discomfort and poses a limited risk of injury.

EOE/ADA

The City of Altoona is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.