



**APPLICATIONS ACCEPTED UNTIL FILLED**

**DIRECTOR OF PLANNING & ZONING – COMMUNITY  
DEVELOPMENT/PLANNING & ZONING**

**Starting Salary Range: \$97,901-\$109,761/YR. w/Benefits**

**GENERAL DESCRIPTION OF POSITION**

The Director of Planning and Zoning ("Incumbent") supervises and participates in advanced, complex professional planning activities and highly visible public projects in addition to administering and enforcing the Comprehensive Plan and all land development-related activities described in the Code of the City of Midwest City as well as other applicable state, local and federal laws.

Duties include developing short- and long-range goals and objectives, developing and implementing goals and objectives and managing projects relative to the development and redevelopment of City properties. The Incumbent serves as an advisor to City Management, other City departments, the public, and the City Council on City planning issues and oversees activities of the Planning Commission, the Board of Adjustment and other public bodies as needed.

The Incumbent is also responsible for overseeing the preparation of the Department budget, and for directing professional and support staff engaged in reviewing and analyzing project proposals, plan drafts, revisions or additions to land use controls, and other factors involved in planning, controlling, and regulating City development. This position is also responsible for interpretation of, and updates to, the Zoning Ordinance as required for implementation of the adopted Comprehensive Plan and special planning districts. The incumbent is expected to exercise initiative and considerable professional judgment, discretion, and independence of actions in accomplishing division objectives and is held responsible for the effectiveness of division operations. Work requires a high degree of written and oral communication skills, and the ability to work effectively with City staff, citizen boards, and the public and other departments and work groups within the City.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Establishes departmental policies and procedures and coordinates departmental activities.
2. Oversees the recruitment, employment, evaluation and release of staff and contractual personnel.
3. Plans, directs and evaluates the work of subordinates in harmony with existing policies and procedures.
4. Reviews and approves time records and leave requests.
5. Performs routine and sensitive supervisory duties including performance evaluations, disciplinary action, and counseling.
6. Prepares annual departmental budget requests and administers allocated funds. Approves purchase order requests for supplies and equipment in accordance with established policies and procedures.
7. Represents the department at City Council meetings. Attends various advisory board and commission meetings on an as needed basis.
8. Confers with private citizens, developers, and others on development related matters.
9. Coordinates department projects and programs with other City departments.

10. Undertakes special studies and projects assigned by City Management.
11. Coordinates with various local, state and federal agencies on projects and programs affecting the City.
12. Performs and manages complex and sensitive professional planning projects, research and analysis.
13. Monitors and ensures compliance with local, state and federal laws.
14. Oversees specialized planning functions such as large-scale new development proposals and environmental studies.
15. Provides overall management of division-related planning issues.
16. Coordinates the preparation of agenda materials for various City boards, Planning Commission and City Council.
17. Directly responsible for managing all activities relative to the Planning Commission and Board of Adjustment including the filling of vacancies, education of members, and the formulation and posting of all agendas. May also be responsible for ad hoc commissions or committees to address specific development issues.
18. Serves on various boards and commissions relating to development activities on both the local, regional and state levels.
19. Evaluates operations and activities of assigned responsibilities.
20. Prepares reports on operations and activities, recommending improvements and modifications.
21. Perform any other related duties as required or assigned.

### **COMMUNICATION SKILLS**

Ability to write reports, business correspondence, and policy/procedure manuals; ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane, algebra, solid geometry and trigonometry.

### **CRITICAL THINKING SKILLS**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **MENTAL DEMAND**

Highly intense mental demand. Continual involvement with strategic and operational management functions which relate to both the short-term and long-term time periods.

### **ANALYTICAL ABILITY / PROBLEM SOLVING**

Oversight. Activities covered by expansive policies and objectives, and oversight as to execution and review. High order of analytical, interpretative, and constructive thinking in varied situations covering multiple areas of the organization.

### **RESPONSIBILITY FOR WORK OF OTHERS**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems. Supervises a moderate size group (8-15) of employees, but possibly smaller if difficult, semi-technical work, requiring considerable direction and

assistance, is involved. Plans, directs and coordinates work, makes decisions, and performs personally the more difficult aspects of the same broad assignment. Supervises the following departments: Planning and Zoning Department

### **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Regularly responsible for funds, building premises, inventory, or other property owned or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above would range from \$25,000,000 to \$50,000,000.

### **ACCURACY**

Probable errors would normally not be detected in succeeding operations and may have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

### **PUBLIC CONTACT**

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

### **EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

### **WORKING CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking, pushing, carrying, or lifting. May involve some travel and/or work is at times, in the evening or during the night hours. While performing the functions of this job, the employee is occasionally exposed to fumes or airborne particles, outdoor weather conditions. The noise level in the work environment is usually moderate.

### **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations. High diversity, low physical. Work activities which allow for considerable amount of diversity as an incumbent performs a variety of tasks. Such tasks might be performed from a given work area, or the individual may move about physically in performing a variety of duties. While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, talk or hear; frequently required to reach with hands and arms; and occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; and peripheral vision.

### **EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with a Bachelor's Degree in Urban Planning,

Architecture, Landscape Architecture, Geography, Public Administration or a closely related field with five or more years of progressively responsible administrative and supervisory experience in a large multi-functional organization. Experience including regulatory requirements of the land entitlement process and interpretations and applications of zoning code requirements as they relate to the overall land and infrastructure standards. Preference given to candidates with graduate degrees and American Institute of Certified Planners (AICP) certification. Experience with CityWorks, Naviline, GIS, AutoCAD is preferred. AICP certification required within two (2) years of employment. Must possess a valid Oklahoma driver's license and be insurable.

### **ADDITIONAL INFORMATION**

Typical office hours are 7:30 AM to 5:30 PM Monday-Thursday with a one-hour lunch. Friday hours are 7:30 AM to 11:30 AM. The nature of the work is managerial and administrative in nature and involves a variety of procedures in coordinating technical activities. Employee typically attends two regularly scheduled night meetings per month and special meetings only as necessary. Must possess a valid Oklahoma driver's license and be insurable.

### **KNOWLEDGE AND SKILLS**

1. Thorough knowledge of urban planning and development and local government policies and procedures.
2. Specialization in areas such as land use planning/zoning, transportation planning, environmental planning, urban design, housing, historic preservation or economic development.
3. Proven Research methods and statistical principles related to urban growth and development.
4. Methods and techniques of effective technical report preparation and presentation.
5. Pertinent federal, state and local laws, codes and regulations including recent changes.
6. Principles and practices of supervision, training and personnel management.
7. Budgeting procedures and techniques.
8. Recent developments, current literature and sources of information related to municipal planning and administration.
9. Knowledge of local government procedures and practices.
10. Citizen involvement techniques and processes.

### **CRITICAL THINKING SKILLS**

1. Effective and persuasive leadership comfortable with all levels of staff, appointed and elected officials, public stakeholders and others.
2. Proven management skills and ability to manage day-to-day operations.
3. Strong organizational skills.
4. Ability to understand and manage high-profile, sensitive or controversial political situations.
5. Strong problem-solving and negotiation skills.
6. Ability to exercise sound and independent judgment within general policy guidelines

\*This is a job posting abbreviated from the full job description. For the full job description, please contact Human Resources.