



MURRAY, CITY OF (KY)  
Revision Date: July 1, 2019

# Director of Planning

Class Code:  
3803

## SALARY RANGE

\$61,176 - \$102,405 Annually

## DESCRIPTION:

Class Title: Director of Planning

Pay Grade: 38

Department: Planning

Supervisor: City Administrator

Supervises: All Departmental Personnel

Class Characteristics: Under general administrative direction, plans, organizes, directs, coordinates and evaluates all activities and programs of the Department; responsible for planning functions for the city; performs related work as required.

## ESSENTIAL DUTIES:

1. Plans, organize, directs coordinates and evaluates all activities and programs of the division.
2. Responsible for the activities of all employees assigned to the division.
3. Participates in long-range planning for streets, utilities, residential development, and commercial development.
4. Coordinates with the Director of Public Works for the planning and design of all water mains, sewer mains, gas mains, storm water drainage projects, paving, drainage projects, and sidewalks.
5. Coordinates with the Street and Sanitation Manger in traffic studies involving decisions concerning signage, speed limits, street lights and communication with the Kentucky Transportation Cabinet.
6. Responsible for all right-of-way and easements acquisition, and land purchases for utilities.

7. Oversees Geographic Information System, which controls and manages all city maps, including street lights, utility maps, zoning maps, aerial photography, etc.
8. Participates in agenda preparation and oversees meetings of Planning Commission, Board of Zoning Adjustments, and Architectural Review Board; presents information during meetings.
9. Responsible for presenting all planning and engineering information at City Council meetings.
10. Supervises the preparation, enactment, and enforcement of zoning ordinances, subdivision regulations, and comprehensive plan.
11. Reviews and presents all subdivision plats.
12. Reviews all building permit applications for single family, multiple family, office, commercial, and industrial development for zoning.
13. Assists with budget preparation; administers budget for Division after approval; authorizes purchases within established limits.
14. Insures that all Division vehicles are cleaned and maintained (including preventive maintenance) in accordance with prescribed standards.
15. Prepares and maintains and/or insures the preparation and maintenance of required reports and records.
16. Maintains adequate inventory of supplies and materials.
17. Accepts complaints and attends to their disposition.
18. Reports on Division activities as requested.
19. Attends continuing education programs.

NON\_ESSENTIAL: None

## **MINIMUM QUALIFICATIONS:**

Training and Experience: Degree in Planning/Land Use or related field supplemented by five years directly related experience.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **KNOWLEDGE:**

1. Extensive knowledge of the principles and practices of planning and development.
2. Knowledge of engineering as applied to planning, location, construction and maintenance of utility equipment.
3. Thorough knowledge of public administration principles and practices.
4. Thorough knowledge of the geography of the service area.
5. Extensive knowledge of the hazards and applicable safety precautions associated with Division equipment, vehicles, tools, and procedures.
6. Extensive knowledge of federal and state laws and administrative regulations, and local ordinances.

### **SKILLS:**

1. Supervisory skills
2. Communication skills.

3. Math Skills.

ABILITIES:

1. Ability to formulate and direct an effective and efficient Division with diversified activities.
2. Ability to plan, organize, direct, coordinate and evaluate the work of subordinates.
3. Ability to assign priorities.
4. Ability to communicate effectively, orally and in writing.
5. Ability to prepare job specifications and cost estimates.
6. Ability to establish and maintain an effective working relationship with engineering firms, contractors, consultants, officers and employees, and the general public.

## **ADDITIONAL REQUIREMENTS:**

INSTRUCTIONS: Very general; must use own judgment most of the time.

PROCESSES: Must occasionally consider different courses of action or deviate from standard operating procedures, to get the job done.

REVIEW OF WORK: Review of work is generally limited to oral and written reports.

ANALYTICAL REQUIREMENTS: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced technical concepts are predominantly required.

PHYSICAL REQUIREMENTS OF THE JOB: Work involves typically sitting at a desk or table in an office setting; lifting objects weighing less than twenty-five(25) pounds is a job requirement; must operate vehicle as a job requirement.

TOOLS, EQUIPMENT AND VEHICLE USED: Normal office equipment, including computer, telephone, copier, fax machine, etc.; must drive vehicle as a job requirement.

CONTACTS: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

CONFIDENTIAL INFORMATION: Regular use of confidential information.

MENTAL EFFORT: Moderate/heavy

INTERRUPTIONS: Frequent

SPECIAL LICENSING REQUIREMENTS: Must possess and maintain a valid driver's license.

AVAILABILITY: Must be able to respond to calls in emergency situations at all hours.

CERTIFICATION REQUIREMENTS: AICP Certification preferred, but not required.

ADDITIONAL REQUIREMENTS: None

OVERTIME PROVISION: Exempt

## **DISCLAIMER AND ACKNOWLEDGEMENT:**

### **DISCLAIMER:**

1. This class specification does not constitute a contract between the employer and the employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.
2. The functions listed above are illustrative only, and are not intended to cover all of the job duties and responsibilities. The omission of specific statements of duties and responsibilities does not exclude them from the class if the work is similar, related, or logical assignment to the class.

### **ACKNOWLEDGEMENT:**

1. I have read and understand the class specification for Director of Planning.
2. I understand that, with proper training and supervision, I will be required to perform all of the essential functions of the class unassisted and without delay.