

Director of Planning and Development

Job Profile

Job Code : Not Indicated	Job Group : Not Indicated
Job Grade : Not Indicated	Job Family : Not Indicated
Department Name For This Position : Director of Planning and Development	Position Reports To : Mayor
Physical Location For This Position : Not Indicated	This Position Is : Exempt
This position is safety sensitive : No	Security Sensitive : No

GENERAL DESCRIPTION OF POSITION

Plan, direct, manage, and oversee the activities and operations of the Community Development Department, including all City planning, building safety, and code enforcement. Coordinate assigned activities with other City departments and outside agencies; provide highly responsible and complex administrative support to the Mayor, City Council, and Planning Commission.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Serves as Staff Advisor to the Planning Commission.

Plans, organizes, and manages the activities of the Planning and Development department.

Prepares and presents budget materials to the Finance Director, Mayor, and City Council.

Plans, manages, coordinates, supervises, and performs oversight of staff personnel assigned to Planning and Development subject to ordinances and policies approved by the City Council and/or Mayor.

Performs day to day employee supervision, and matters related to employee hiring, discipline, and termination.

Responsible for all budget activities, including the development of proposed budgets and ensuring compliance with budgets approved by the City Council, related to the Department.

Responsible for maintaining the policy makers understanding of the role of municipal infrastructure (i.e. water, wastewater, streets and storm sewers) in regard to the proper planning of neighborhoods and communities.

Analyze the effects of new legislation dealing with land use, planning, or environmental issues on City development plans, programs, and activities.

Makes detailed studies, presentations, and recommendations using graphs, illustrations, narratives, and statistical reports pertaining to community development functions and zoning, planning, and land use issues; collects data and analyzes data; reviews ordinances pertaining to Planning and Development; and makes presentations to the Planning Commission and City Council.

Oversees preparation of clear and concise reports for applications by homeowners and businesses regarding planning and zoning appeals; attends meetings of the Planning Commission and Board of Zoning Adjustment.

Serves as consultant and advisor to the Mayor and to assigned Committees and Commissions regarding planning, land use, zoning, building, permitting, and development issues.

Reviews City regulations and recommends changes, when needed.

Processes requests for annexation, island annexations, and ballot annexation proposals to the city.

Performs analyses of proposals, preparing and presenting reports regarding annexations to the Planning Commission.

Maintains effective working relationships with developers, contractors, landowners, and attorneys; provides guidance pertaining to planning and development processes, zoning ordinances, and related laws and requirements.

Responsible for planning, training, and assigning jobs for subordinate employees to include interns for planning, training and assigning jobs for subordinate employees

Provides leadership as a member and chair of the Development Review Committee.

Assists the Mayor in analyzing and creating plans for long-term and short-term infrastructure development, including parks, trails, streets, water and sewer, storm drainage, parking, and other public facilities.

Serves as the first contact with developers and land-owners wishing to do business in the city in a manner that presents a professional and knowledgeable atmosphere in city government.

Serves as Bryant Decennial Census Coordinator Direct and oversees the preparation and administration of various grants from the State and Federal government.

Assigns directs and participates in research and presentation of studies of land use, demographic, economic, and development characteristics of areas within the City planning boundaries.

Responsible for management and enforcement of policies, procedures, and recommendations for the Bryant Planning Commission concerning matters before them.

Performs oversight of all matters regarding building, permitting, code enforcement, planning, commercial properties, planning, zoning, and community development administration and/or similar activities.

Performs oversight of capital improvement projects initiated by other departments within the City of Bryant as directed by the Mayor, including but not limited to, supervision of professional service providers, general project review.

Leads selection committee for professional consulting firms relative to projects undertaken by the Department.

Oversees direct responsibility for bid documents, the custodian of said documents, and all bid processes (i.e. including pre-bid and post-bid activities) as they pertain to projects undertaken by the Planning and Development department.

Reviews status reports prepared by the project personnel and modify schedules or plans as required and provide said reports to the Mayor and City Council as required.

Coordinates project activities with activities of government regulatory or other governmental agencies.

Develops, directs, and participates in planning projects within the City planning boundaries that include area-wide comprehensive plans, neighborhood plans, parks and recreational plans, trail plans, etc.

SUPERVISORY RESPONSIBILITIES

RESPONSIBILITIES FOR WORK OF OTHERS

Supervises a MODERATE SIZE GROUP (8-15) of employees engaged in important, complex operations, consisting of employees in different classifications who perform a wide variety of duties.

RESPONSIBILITY FOR FUNDS, EQUIPMENT, PROPERTY, ETC.

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.

What departments (if any) are supervised by this position? : Planning and Development

EDUCATION AND EXPERIENCE

EDUCATION AND EXPERIENCE

Graduate degree (M.B.A., M.A., etc.)

EXPERIENCE GENERAL

9 to 10 years related experience and/or training.

EXPERIENCE MANAGEMENT

5 years related management experience.

WORK SKILLS

ANALYTICAL ABILITY/ PROBLEM SOLVING

GENERAL OVERSIGHT. Activities covered by general organizational philosophy and objectives. Solving problems in novel, non-recurring or swiftly changing situations in which the approach is not fully defined. Guidance by top executive officer or business owner.

PLANNING

CONSIDERABLE RESPONSIBILITY with regard to GENERAL ASSIGNMENTS in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a GROUP OF EMPLOYEES engaged in WIDELY DIVERSIFIED ACTIVITIES.

DECISION MAKING

Performs work operations which permit FREQUENT opportunity for decision-making of MAJOR IMPORTANCE which would have considerable effect on the final attainment of MULTIPLE MAJOR ACTIVITIES AND THE ORGANIZATION'S PROJECTS of a LARGE ORGANIZATION COMPONENT and ORGANIZATION'S CLIENTELE.

SUPERVISION RECEIVED

Under administrative direction, setting up own standard of performance. Virtually self-supervising. Reports to SENIOR MANAGEMENT of the organization.

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.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

CRITICAL THINKING SKILLS

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal, logical or scientific symbolism such as formulas, scientific equations, and graphs. Ability to deal with a variety of abstract and concrete variables.

MENTAL DEMAND

COMPREHENSIVE AND VERY INTENSE MENTAL DEMAND. Comprehensive and continual involvement with multiple divisions, departments and/or organizations. Strategic and operational management functions which relate to both the short-term and long-term time periods.

COMMUNICATION SKILLS

- Ability to write speeches and articles for publication that conform to prescribed style and format; Ability to effectively present information to top management, public groups, and/or boards of directors.

ACCOUNTABILITES**FREEDOM TO ACT**

OVERSIGHT. High level of freedom to complete the duties of the position and guided by broad policy with oversight by President, elected official, etc.

ANNUAL MONETARY IMPACT

LARGE: Same as Degree 2, except impact would range from \$10MM to \$50MM.

IMPACT OF JOB ON END RESULTS

MAJOR IMPACT. Job has a considerable impact on the organization's end results. A high level of accountability to generate, manage, and/or control funds within a department and/or total organization.

CERTIFICATES, LICENSES, REGISTRATIONS REQUIRED

Valid Arkansas Drivers License or a valid driver's license recognized by the State of Arkansas. AICP Certification or ability to obtain AICP certification.

CERTIFICATES, LICENSES, REGISTRATIONS PREFERRED

Masters degree in Planning, Public Administration, or related field. Or a Licensed Professional

Engineer in the state of Arkansas with related field experience.

CONTACTS WITH PUBLIC AND EMPLOYEES

CONTACTS WITH PUBLIC

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.

CONTACTS WITH EMPLOYEES

CONTINUOUS contacts frequently involving difficult negotiations which require a well-developed sense of strategy and timing. Involves contacts with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

REGULAR USE OF HIGHLY COMPLEX machines and equipment; specialized or advanced software programs.

SOFTWARE SKILLS REQUIRED

- 10-Key : Basic
- Accounting: Basic
- Alphanumeric Data Entry: Basic
- Contact Management: Intermediate
- Database: Intermediate
- Human Resources Systems: None
- Payroll Systems: None
- Presentation/PowerPoint: Intermediate
- Programming Languages: None
- Spreadsheet: Intermediate
- Word Processing/Typing: Intermediate
- Other: Basic

PHYSICAL DEMANDS

PHYSICAL ACTIVITIES

- Stand: Frequently

- Walk: Frequently
- Sit: Frequently
- Use hands to finger, handle, or feel: Frequently
- Reach with hands and arms: Occasionally
- Climb or balance: Never
- Stoop, kneel, crouch, or crawl: Occasionally
- Talk or hear: Frequently
- Taste or smell: Never

WEIGHT LIFTED

- Up to 10 pounds: Occasionally
- Up to 25 pounds: Occasionally
- Up to 50 pounds: Occasionally
- Up to 100 pounds: Occasionally
- More than 100 pounds: Never

VISION REQUIREMENTS

- Close vision (use of a computer, equipment, or any other work duties that require clear vision within two feet or less).
- Color vision (interpreting color software screens or reports; work duties that require the ability to identify and distinguish colors).
- Peripheral vision (seeing 180 while focusing on a given object or area; work duties that require seeing beyond or around the focused vision area).
- Depth perception (ability to utilize three-dimensional vision to judge distances, placement of objects and spatial relationships).

PHYSICAL DEMAND

MODERATE DIVERSITY, LOW PHYSICAL: Work activities which allow for a MODERATE AMOUNT OF DIVERSITY in the performance of tasks which are not as varied as those positions relating to Degree 1.

WORK ENVIRONMENT

ENVIRONMENTAL CONDITIONS

- Work near moving mechanical parts (spinning shafts, engines, lifts, etc.): Occasionally
- Work in high, precarious places (tall structures, bucket lifts, extension ladders, etc.): Never
- Fumes or airborne particles (painting, sanding, solvents, flying lint or dust particles, etc.): Occasionally

- Toxic or caustic chemicals (including potential for chemical spills, etc.): Occasionally
- Outdoor weather conditions (exposure to outdoor heat, cold or inclement weather): Occasionally
- Wet or humid conditions (not weather-related, such as greenhouse, carwash, etc.): Never
- Extreme cold (not weather-related, such as freezer, cold storage, etc.): Never
- Extreme heat (not weather-related, such as furnace, kitchen, ovens, etc. where temperature is regularly above 100 degrees F): Never
- Risk of electrical shock (live electrical wires, equipment that retains power after shutoff): Never
- Work with explosives (TNT, dynamite, nitroglycerine, or other related explosives): Never
- Risk of radiation (x-ray equipment, nuclear radiation, electromagnetic radiation, etc.): Never
- Vibration (jackhammer, soil compactor, equipment that creates high vibration, etc.): Occasionally

LEVEL OF NOISE

Moderate (business office with computers/printers, light traffic, etc.)

WORKING CONDITIONS

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

ADDITIONAL INFORMATION

Not Indicated

Completed by: Charlotte Rue

Completed date: 2025-11-04 20:53:08