



LARAMIE COUNTY

JOB DESCRIPTION

TITLE:	Planning Director	FLSA:	Exempt
DEPARTMENT:	Planning	REVISED:	

Summary: Under administrative direction, directs the staff and activities of the Planning Department; assures the effective coordination of Planning activities required to meet Laramie County development plans and objectives.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Directs Planning Department operations; exercises independent judgment within broad policy guidelines; evaluates and analyzes issues, and recommends and implements solutions; manages Department performance and productivity; assures the overall integrity of the products and services.
- Provides leadership, direction and guidance in Planning Department strategies and priorities; develops and directs plans to meet County goals and objectives; determines scope and priorities of programs and special projects; manages contracts for professional services.
- Participates in meetings with government officials and community groups; makes presentations and serves as the principal planning and development advisor to the County; monitors and reviews regional trends in planning and development, and recommends operational improvements.
- Manages and coordinates assigned staff; develops goals and priorities, and assigns tasks and projects; develops staff skills and training plans; implements corrective actions and conducts performance evaluations; provides leadership, direction and guidance in technical strategies and priorities; reviews and approves status reports and directs schedule and plan modifications.
- Evaluates department operations and activities, and recommends changes and improvements to existing programs, priorities, policies and procedures.
- Analyzes trends, and evaluates operations and resource utilization; coordinates strategies to integrate services with other programs, departments and agencies.
- Develops cooperative professional relationships with local developers and contractors.
- Manages special projects as required; assures that appropriate services are provided.
- Represents department programs with citizens' groups, advisory boards and commissions.
- Assures effective communication of issues and strategies between Planning and County management team; interprets and explains department policies, procedures, rules and regulations.
- Performs other duties as assigned or required.



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Knowledge and Skills:

- Knowledge of County organization, goals, objectives, policies, procedures.
- Knowledge of the principles, practices and procedures of community planning, community development, zoning, land surveying, code enforcement, and environmental protection.
- Knowledge of Federal, State and local laws, rules and regulations affecting planning, zoning, land use, flood plains, code enforcement and community development.
- Knowledge of the principles of cartographic technology and GIS application software.
- Knowledge of the principles and practices of cost accounting, budgeting, personnel administration, and strategic planning.
- Knowledge of project planning and management principles.

- Skill in analyzing planning and development issues, evaluating alternatives, and making logical recommendations based on findings.
- Skill in assessing County planning needs, and developing and promoting effective solutions.
- Skill in compiling statistical information, and preparing and presenting technical reports.
- Skill in presenting and defending planning information in a public speaking setting such as neighborhood meetings, public hearings, and group meetings.
- Skill in developing and implementing long-range plans and procedures for cost effective management of allocated resources.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in effectively managing and leading staff, and delegating tasks and authority.
- Skill in creating a work environment that fosters teamwork, creativity, and ethical standards.
- Skill in operating a personal computer utilizing a variety of software applications.
- Skill in establishing and maintaining effective working relationships with public officials, outside agencies, County staff and the general public.
- Skill in effectively communicating verbally and in writing.

Minimum Qualifications:

Bachelor's Degree in planning or a planning-related field; AND five (5) year's professional municipal, urban or regional planning experience, including two (2) year's supervisory experience; OR equivalent combination of education, training and experience.