



Director of Planning and Development

The position of Director of Planning and Development is a new position in the Town administration. It replaces the Building Commissioner as part of the transition from a Building Department to a Department of Planning and Development.

Functions

- Supervises all Planning and Development staff.
- Develops organization-wide or department-wide goals, objectives, policies and procedures.
- Prepares the proposed department operations budget.
- Ensures that the Town Manager and Town Council are kept fully informed on the issues, projects, trends, and events of significance to the Town's success.
- Oversees the recruitment, and evaluation of staff.
- Represents the Town as directed to the appropriate groups, boards, and commissions.
- Creates or reviews all departmental reports and presentations.
- Evaluates planning-related legislation and applicability to department projects.
- Attends evening and some weekend meetings as needed or directed.

Knowledge

- Considerable knowledge of the theory, principles and techniques of the planning profession and development process.
- Considerable knowledge of federal, state and local laws, ordinances and codes pertaining to a wide variety of planning topics.
- Considerable knowledge of principles of personnel management, including supervision, training and performance evaluation.
- Considerable knowledge of the methods and techniques of research and analysis.
- Considerable knowledge of the principles of budgeting and finance.
- Knowledge of real estate terminology, laws, practices, principles, and regulations.

- Knowledge of computer applications including Microsoft Office, Internet applications, and GIS.

Skills

- Effective and persuasive leadership and communication skills and is comfortable with all levels of staff, public and others.
- Proven management skills and ability to manage day-to-day operations.
- Strong written and oral communication skills, including the editing, oversight or preparation of technical reports, and the presentation of information to government entities and various committees.
- Strong interpersonal and public relations skills to work effectively with various officials, staff, citizens and other customers
- Strong organizational skills.
- Ability to understand and manage high-profile, sensitive or controversial political situations.
- Strong problem-solving and negotiation skills.
- Ability to exercise sound and independent judgment within general policy guidelines.

Qualifications

This position level requires a bachelor's degree in urban planning, public administration or a related field and a minimum of 3 years of progressively responsible planning experience. A Master's degree is preferred. Experience in a supervisory capacity is a plus. AICP Certification is also preferred. Preference may be given to applicants possessing qualifications above the minimum. Expected salary range \$50,000 to \$65,000 dependent upon qualifications and experience.

Please submit your cover letter, resume with salary history and references to;

D. Jeffrey Sheridan, Town Manager
501 East Main Street
POB 157
Lowell, IN 46356
or
townmanager@lowell.net