

APC Executive Director

Job Description

Department: Area Plan

Employment Category: Full Time Public Retirement (FTPR)

FLSA Category: Exempt

Annual Salary: \$61,568

Direct Supervisors: Area Plan Commission (APC)

Education Requirements: Training and experience in the field of planning and zoning

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ESSENTIAL FUNCTIONS:

Supervise and manage the general administration of the planning department.

Keep the records of the planning department and be responsible for the custody and preservation of all papers and documents of the planning department.

Subject to the approval of the APC, appoint and remove the employees of the planning department according to the established personal policies of the county and without regard to political affiliations.

Prepare reviews of petitions for consideration by the APC and the Board of Zoning Appeals (BZA) and advise such bodies during their public meetings.

Perform such other duties as the Area Plan Commission may direct.

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DUTIES:

Supervises and directs assigned personnel including, but not limited to, the following:

- Interviewing applicants
- Hiring
- Providing training, orientation and corrective instruction
- Planning, scheduling, and making work assignments
- Evaluating performances
- Maintaining discipline
- Recommending termination as necessary according to the established county personnel policies

Administers the Comprehensive Plan of the County according to state requirements by enforcing, but not limited to, zoning, subdivision control, building, and floodplain management.

Administers approved department budget, authorizing payroll and approving claims for other expenditures and ensuring cost effective operations.

Serves as the county contact for the U.S. Bureau of the Census.

Administers APC and BZA processes according to legal requirements. This includes scheduling and attending meetings, responding to inquiries, providing technical assistance, and supervising preparation and distribution of minutes, agendas, meeting notices, and related documents and reports as required.

Administers the National Flood Insurance program as the Grant County Flood Administrator.

Serves as the Permit Clerk and Administrative Assistant when necessary.

Reviews land development/subdivision proposals as needed to ensure compliance with land use ordinances, including conducting on-site inspections. Releases exempt division plats and secondary subdivision plats for recording.

Monitors subdivision performance sureties during the development construction process and mails periodic notices of completion deadlines as required.

Responds to inquiries and investigates formal complaints of non-compliance with land use codes.

Represents the APC at various meetings such as the Board of County Commissioners, municipal boards, and County Council, explaining policies, procedures, objectives, and action on specific cases.

Serves as Grant County Area Plan Commission liaison coordinating communication and operations with related public and private agencies such as other county departments and elected offices, local municipal governments, along with various regional, state, and federal agencies.

Maintains current knowledge of land use regulations and issues by occasionally attending training seminars.

Approves annual report of activities and fee collections. Prepares annual department budget and discusses with County Council as requested.

Possesses a working knowledge and understanding of building codes.

Functions as the Grant County Local Building Official. Manages and oversees the performance of department building inspectors.

Grant County is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

