

Position Opening: Park County Planning & Zoning Director

Full-time position, Monday-Friday 8 a.m. to 5 p.m., some evening meetings are required. Benefits include vacation, holidays, county paid health insurance and Wyoming Retirement System. \$60,000 - \$75,000 per annum depending on education and experience. Applications must be received by 4:00 p.m. March 16, 2018. Send resume and Park County application to Nicholle Gerharter, 1002 Sheridan Ave., Cody, WY. 82414, or email ngerharter@parkcounty.us

GENERAL PURPOSE

Performs a variety of professional, administrative and managerial duties related to planning, zoning, floodplain administration, small wastewater administration, and planning office GIS (ArcGIS).

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Board of County Commissioners.

SUPERVISION EXERCISED

Provides general supervision to department staff including Planner(s) I, II, Administrative Assistant, Small Wastewater Administrator, and others as assigned.

ESSENTIAL FUNCTIONS

Manages the day-to-day operations of the department; develops and proposes administrative policies and regulations regarding development review; develops guidelines and deadlines, initiates studies in zoning issues, development of regulations, review of permits, land use plan amendments, etc.; issues interpretations of county zoning, planning, floodplain, small wastewater and related regulations;

Administers and supervises zoning, subdivision, floodplain development, sewage disposal system programs and public information activities, application process, permit approvals, inspections, and enforcement.

Directs personnel and delegates assignments; reviews performance and makes decisions affecting job retention, advancement and discipline; participates in the recruitment and selection of department staff; develops and conducts staff training.

Serves as administrative advisor and liaison to Board of County Commissioners, Planning & Zoning Commission and citizen committees; provides technical insight and recommendations related to determine planning and development policies, goals and objectives.

Conducts public meetings and hearings as needed to solicit public response and apprise of policy and project options; educates the public through media, reports, public meetings and presentations; represents the Department and County at meetings on committees, as assigned, and attends department head meetings.

Develops departmental budget and gives final approval for department disbursements.

Develops, organizes and facilitates on-going comprehensive planning processes and procedures for current and long range needs; participates in the development and maintenance of county land use plan.

Administers the department Geographic Information System (ArcGIS) and coordinates with the enhancement of the county's Geographic Information System.

Serves as the county Floodplain Administrator.

Meets with public, developers, entrepreneurs, and contractors; discusses planning, building, zoning, wastewater and other development issues; interprets information in county regulations; meets with applicants to provide direction and resolve development issues.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Master's Degree in planning, public administration or a closely related field, AND three (3) years of progressively responsible experience performing the above or related duties, two (2) of which must have been in a lead or supervisory capacity.

OR

B. Bachelor's Degree in planning, geography, public administration or closely related field AND six (6) years of progressively responsible experience performing above or related duties, two (2) years of which must have been in a lead or supervisory capacity.

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Thorough knowledge of rural planning issues; research and evaluation of research data; land use, zoning, state, and local laws; county operations and inter-relationships of departments; budgeting, maintenance and practices; business and technical writing; interpersonal communication skills; public speaking; public relations. Knowledge of principles of management, supervision and employee motivation.

Ability to administer office functions; analyze complex planning, development and zoning problems and make recommendations; operate personal computer and software to produce or compose formal documents, maps, reports and records; ArcGIS proficiency; GPS data collection; obtain training and certification for Visible Emissions monitoring; prepare and present budget estimates; direct, motivate, develop, and evaluate subordinates; communicate effectively verbally and in writing; develop working relationships with boards, fellow employees, and the public.

Knowledge of NFIP floodplain management requirements.

Knowledge of WY DEQ Ch. 23 and Park County small wastewater disposal regulations.

3. Special Qualifications:

Prefer Certified Floodplain Manager (CFM) accreditation.

DEQ certification as Small Wastewater Administrator.

Certified EPA Method 9 Visible Emissions Observer.

Must possess a valid Wyoming driver's license.

4. Work Environment:

Primarily in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain. Periodic walking, standing, stooping, sitting, reaching, required in normal course of performing essential duties. Talking, hearing and seeing essential to effective performance of the job. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for detail, verbal instruction, emotional stability, discriminating thinking and creative problem solving. Ability to perform field work may be required to review and evaluate subdivisions, violations, small wastewater inspections and floodplain development.