

TITLE:	DEPUTY DIRECTOR OF PLANNING
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GENERAL SUMMARY

Reporting to the Director of Planning, the Deputy Director of Planning primarily performs professional work in the fields of current and long range planning. This position assists with the development and implementation of policies, procedures, and practices to accomplish planning objectives. The Deputy Director may be assigned to one or more fields of practice, as determined by the Director of Planning. Additional responsibilities of the Deputy Director include the coordination and management of the Township Geographic Information System (GIS) and the Township Parks and Recreation program.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Evaluate or assist in the evaluation of all forms of development applications including plats, special use permits, planned unit developments, site plans, condominiums, rezonings, ordinance amendments and master plan amendments
- Prepare or assist in the preparation of technical review reports, findings of fact, report and decision orders, and other documents for Planning Commission and Township Board consideration
- Coordinate and communicate with applicants, review agencies, and the public throughout the development review process and coordinate post approval documentation
- Assist in the development of strategies to promote economic and community development or efficient land use consistent with community goals
- Assist with planning studies and reports in support of new and updated plans, programs and regulations
- Conduct research and prepare statistical reports and maps on land use, physical, social & economic issues, and recreational needs of Township residents
- Coordinate the preparation of all park and recreation related documents, including a Michigan Department of Natural Resources approved Township Parks and Recreation Master Plan, grants, land acquisitions, donations and conservation easements
- Serve as principle liaison with the Township Parks and Recreation Commission and other parks related associations
- Coordinate and manage all aspects relating to the development, maintenance, and utilization of the Township GIS
- Support the operations of all Township departments through use of the Township GIS, preparation and maintenance of thematic mapping, technical support and education of other Township users
- Perform professional work related to a variety of planning and recreation topics as may be assigned by the Director of Planning
- Prepare formal and technical reports, working papers, and correspondence
- Present reports and other findings to staff, the Planning Commission, and the Township Board as necessary
- Project and maintain a positive image on the behalf of the Charter Township of Garfield with those contacted in the course of work
- Provide a high level of customer service at all times

EDUCATION, FORMAL TRAINING AND EXPERIENCE (minimum requirements)

- Graduation from a four-year college or university with major course work in urban planning, environmental studies, public administration, or closely related field, and two years of professional planning experience. Two years of technical experience in GIS or completion of advanced GIS coursework is also required. Membership in the American Institute of Certified Planners (AICP) is desired within one year of the date of hire.
- Continuing education and training are essential to the successful performance of job duties. Attendance at in-service trainings held in or out of town to maintain essential job knowledge, technical skills and awareness of planning trends will occasionally be required.

<p>CERTIFICATIONS, LICENSES: (minimum requirements)</p> <ul style="list-style-type: none">• Requires a valid driver’s license and personal vehicle insurance and must maintain eligibility to drive• Membership in the American Planning Association
<p>KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)</p> <ul style="list-style-type: none">• Knowledge of urban planning and development principles and practices, including modern trends in planning and economic development• Well-developed knowledge of one or more planning disciplines, such as, affordable housing, economic development or land use is desired• Principles, methodology and practices of research, data collection, and analysis related to development• Thorough knowledge of pertinent federal, state and local laws, codes and regulations including local and Charter Township government procedures and practices• Knowledge of computer applications including Microsoft Office, internet applications, and database management• Advanced knowledge of ESRI geodatabase development and management• Advanced knowledge of principles and practices of GIS, spatial analysis, feature class development and management, and cartography• Strong oral, written communication, analytical, interpersonal and public relations skills• Creative problem-solving skills to gather relevant information to solve less well-defined planning problems• Ability to manage multiple projects effectively and meet firm deadlines• Ability to create graphic designs, development strategies, and render site plans via sketches and/or computer graphics is highly desirable.
<p>CONDITIONS OF EMPLOYMENT (minimum requirements – legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)</p> <p>A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons’ identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.</p>
<p>PHYSICAL DEMANDS, WORK ENVIRONMENT AND OTHER REQUIREMENTS</p> <ul style="list-style-type: none">• Work is typically performed in an office environment, but is often conducted out-of-doors at development sites.• Exposure to occasional inclement weather and normal transportation and construction activity such as high noise levels, moving vehicles and machines, dust and mud, and traversing of exposed and sometimes insecure walkways and platforms may be required.• A moderate amount of local travel is required.• The ability to sit, stand, talk and hear is required. May be required to reach with hands and arms and lift/move up to 50 pounds (such as a box of paper) in the office environment.• Out-of-doors work requires some exertion such as climbing, walking over rough surfaces and loose material; crouching, bending, stooping, and reaching; and lifting of light to moderately heavy items.• Frequent attendance at evening meetings is required.

FLEXIBLE SCHEDULING/TIME

The use of flexible scheduling or flex time is essential to the operation of the Planning Department. Although the majority of the Deputy Director's time is spent in the office between 7:30 am and 6:00 pm, Monday thru Thursday, there are times when this normal schedule will vary due to after hour meetings, inspections and trainings. Attendance at such events outside the regular work hours will occasionally be required. Such attendance beyond regular work hours requires prior approval of the Director of Planning.

The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.