

**City of Jenks
Planning Director**

Purpose:

Under general direction, provides complex professional planning work, manage the Planning Department, and supervises planning, code enforcement and building permit and inspection staff.

Representative Duties:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following:

- Manages the Planning Department; supervises planning and building permit and code enforcement staff; assists with preparation of and administers the departmental budget.
- Develops general master plan programs for overall planning operations including updates of land use, zoning, subdivision, transportation and housing studies; administers local planning, and transportation planning programs.
- Formulates planning and zoning policy recommendations, including maintenance and updates of the Jenks Comprehensive Plan, for presentation to the Planning Commission; presents findings and recommendations on planning matters to City Council.
- Reviews and recommends development proposals for compliance with various developmental regulations and with principles and practices of effective planning and land use.
- Processes, Zoning, Planned Unit Development, Specific Use Permits, Subdivision Plats, Lot Splits, Appearance Review, Easement Vacations, Variances, and Special Exception applications and initiates required permits.
- Oversees the collection, organization and maintenance of social, economic, governmental, and regulatory and census data for use in technical studies and reports.
- Consults with and advises developers, contractors, members of the general public, various organizations and agencies, other city departments, and elected officials on planning related issues.
- Prepares, maintains and/or oversees the preparation of required documentation including, but not limited to, planning reports, ordinances and resolutions, maps and charts, agendas.
- Serve as a member of the economic development team; assist with the development of economic development strategy; identify opportunities for new business and growth in the community; negotiate and develop long term plans for the economic development in the community.
- Serve as staff liaison to the Planning Commission, Board of Adjustment and Appearance Review Committee.
- Oversee the processing of all building permit applications, to include plan review, issuance, and inspection of all permits; ensure that all building and zoning codes are current and that records are maintained in accordance with state law.
- Oversee code enforcement operations; serve as Chairperson of the Administrative Hearing Board which has statutory authority over the Code Enforcement process.
- Maintains various records, reports and files.
- Report to work on a regular and timely basis.

Knowledge, Skills, and Abilities:

- Must possess required knowledge, skills, abilities and experience
- Must be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed
- Knowledge of planning, zoning, land use, real estate, code enforcement, building inspection and permitting, and management practices, terminology, principles, and methods
- Knowledge of basic laws, ordinances, and regulations underlying zoning and land use, and municipalities and public trusts including First Amendment principles
- Knows how to develop and administer operations and staff plans and objectives
- Skill in communicating effectively both orally and in writing including drafting written reports and documents in a concise, clear and effective manner
- Knowledge of computer applications including Microsoft Office, Internet applications, and GIS
- Knowledge of research techniques and the sources and availability of information
- Some knowledge of infrastructure design as applied to city planning and some knowledge of public administration
- Some knowledge of floodplain management and FEMA regulation
- Ability to perform a broad range of supervisory responsibilities over others
- Ability to analyze a variety of administrative problems, make sound recommendations as to their solution, and prepare working procedures
- Ability to analyze and systematically compile technical and statistical information, and to prepare comprehensive technical reports

Preferred Qualifications:

- Graduate degree in Urban Planning, Public Administration, Business Administration, or a related field from an accredited college or university
- Five (5) years progressively responsible planning experience; twelve (12) hours of relevant graduate college course work may substitute for experience with a maximum substitution of two (2) years
- At least two (2) years in a management or supervisory role