



Job Title: Planning Director

Department: Planning and Development

Status: Full-time

Salary Range: \$66,780-\$73,827

Job Description: see below

Candidates should submit cover letter and resume to Human Resources Director Sherry Lewis via email: [lewiss@huntingtonwv.gov](mailto:lewiss@huntingtonwv.gov). They may also apply in person at City Hall, Room 145 – HR Office, or complete the online application at [www.cityofhuntington.com](http://www.cityofhuntington.com). Click on “City Government,” and then “Employment Opportunities.” EOE/M/F/H

### PLANNING DIRECTOR

Job Category: Professional  
Department: Planning and Development

Job Code No.: CDBG-08  
Pay Grade: P22  
FLSA Status: Exempt

### NATURE OF WORK

This is a highly responsible administrative and technical position in directing the overall planning and zoning functions of the City of Huntington within the Department of Planning and Development. This position involves responsibility for planning activities within the City and the development and implementation of the Comprehensive Plan. Work requires the application of a thorough knowledge of planning techniques and a thorough understanding of urban social-economic conditions.

This job requires minimal supervision and involves preparation of research data and reports related to City planning projects and zoning administration. The employee reports to the Executive Director of Planning and Development.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Researches, analyzes and reports on various projects and programs; involved with formulating, modifying and administering current and/or long-range comprehensive plans.

Prepares or has prepared the Comprehensive Plan of the existing conditions and probable future changes in the City based upon careful and comprehensive surveys and studies to guide and accomplish future harmonious development of the City, including such changes, alterations, additions or revisions of the zoning ordinance and subdivision regulations or other such regulations as may be deemed necessary to implement the Comprehensive Plan or parts thereof upon approval by City Council.

Exercises general supervision over the administration of the affairs of the Planning Commission, Board of Zoning Appeals and Planning personnel; oversees agenda preparation and assures adequate staffing for Board and Commission meetings.

Develops and recommends community resource studies to provide a base of factual data for use by the Planning Commission and City Council in establishing policies and identifying and evaluating needs of the City.

Assists and cooperates with other City departments in formulating policies to solve City problems; integrates the plans and projects of the departments and the projects and plans of private business organizations, individuals and civic groups in accordance with the City's Comprehensive Plan; organizes and directs a systematic program to implement the Comprehensive Plan in which the plans of each department of the City and of private enterprise, organizations and citizens may be directed to the end that the future development and planning of the City will promote the public interest, welfare, health and safety.

Prepares or has prepared special land use studies to assist the Planning Commission and City Council in dealing with present or anticipated needs, including but not limited to residential planning and housing assistance, commercial and industrial redevelopment, historic preservation, community appearance, capital improvements, annexation and thoroughfare planning.

Confers with the Planning Commission, members of City Council, the Mayor, Board of Zoning Appeals, other City departments, County, State and Federal officials and the general public on matters related to planning and zoning.

Reviews and makes recommendations to update the Zoning Ordinance.

Reviews developmental plans and issues appropriate permits in accordance with appropriate laws and regulations.

Prepares departmental maps, statistical data, graphs, charts, brochures, flyers and any other necessary materials.

Provides the knowledge and ability to coordinate, develop and implement community development programs based on various accepted planning factors.

Assigns addresses to new businesses and new structures according to State addressing standards.

Coordinates annexation activities with various City and County departments.

Responsible for compiling and updating data pertaining to City's land use maps and Zoning District map; may include use of Geographic Information System (GIS).

Performs a variety of office administrative tasks in relieving a superior of important details.

Provides interaction with various consulting firms in the field of planning, architecture and engineering.

Investigates zoning complaints as warranted; contacts citizens, property owners and interested parties in explaining and interpreting zoning regulations; secures compliance with zoning regulations through agreement with offending party or through issuance of warnings, citations and warrants; documents findings through written reports and testifies in court as required; maintains appropriate files.

Conducts field inspections as warranted; initiates and follows regular departmental procedures in resolving violations; performs research in determining legal owners in obtaining legal property descriptions.

Conducts public contact work in interpreting and explaining zoning regulations and resolving problems requiring initiative and tact which may involve difficult personal conflict situations.

Reviews, prepares, approves and issues improvement location and home occupation permits in accordance with zoning regulations.

Answers questions from the general public in person or by telephone concerning zoning regulations; assists in the office with the review of site plans for zoning compliance; assists in processing certificates of occupancy and performs inspections relative to zoning compliance.

Conducts public contact work in interpreting and explaining planning regulations and resolving problems requiring initiative and tact which may involve difficult personal conflict situations.

Manages planning research including statistical data, filing and retrieving data generated by planning activities and census and flood plain information.

Supervises the sign permitting process; includes the review of proposed signs to ensure compliance with the Zoning Ordinance and issuing sign permits.

Assists in qualifying the National Objective for federally funded projects.

Assists in grant writing as requested.

Promotes courtesy and professionalism throughout the City of Huntington.

Other duties as assigned.

#### MINIMUM QUALIFICATIONS

Graduation from a four-year college or university with a degree in planning and/or geography or a related field; two (2) years of experience in municipal government; or any equivalent combination of education and experience.

### NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of computer software related to mapping and graphics.

Considerable knowledge of modern office practices, procedures, systems and equipment.

Knowledge of the municipal zoning ordinance and related laws, codes and ordinances.

Knowledge of departmental and City policies and procedures in planning concepts.

Ability to prepare competitive applications for federal, state and private funding sources.

Ability to implement and use Geographic Information System (GIS).

Ability to establish and maintain effective working relationships with other employees, supervisors and the general public.

Ability to plan, organize and coordinate a variety of projects and activities.

Ability to exercise judgment and discretion in applying and interpreting city zoning ordinances and procedures.

Ability to handle confidential information and matters in a discreet and professional manner.

Ability to attend various workshops and training sessions as required.

Ability to attend public hearings and meetings after normal business hours.

Ability to establish and maintain records.

Ability to direct and perform technical research; study, analyze, prepare and present verbal and written reports resulting from such research.

Ability to coordinate departmental activities and programs with other municipal departments and public agencies.

Ability to communicate effectively, both verbally and in writing.

### SPECIAL REQUIREMENTS

Valid driver's license from state in which employee resides.

### TOOLS AND EQUIPMENT USED

Motor vehicle, telephone, computer, printer, calculator, copy machine, fax machine, binding machine, camera and mailing equipment.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee may occasionally lift and/or move up to 25 pounds.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, or operate objects and to reach with hands and arms. The employee is frequently required to sit, stand, walk, talk, see, hear, and smell.

The noise level in the work environment is usually moderately quiet.

### SUMMARY

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the City of Huntington and the employee and is subject to change by the City as the need arises.