Planning & Community Development Director – The City of Bryant is accepting applications for **Planning & Community Development Director**. Starting annual salary $46,188 plus, commensurate with experience. Great benefits package included! Applications may be completed online at www.cityofbryant.com or picked up at the Human Resources Department at 210 S.W. 3rd Street, Bryant, AR 72022. A City application must be completed and submitted to be considered for this position. Position closes at 5:00 p.m., December 21, 2015 or until filled. The City of Bryant is an Equal Opportunity Employer.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts the City's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential. These include, but are not limited to: attendance, getting along and communicating well with others, ability to provide great customer service, working a full shift, dependability, leadership, and dealing with and working under stress. Any essential function of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible or as required by applicable law.

GENERAL DESCRIPTION OF POSITION

Develops and administers department goals, objectives, policies and procedures, subject to Council approval; plans, organizes, and manages the day-to day zoning code implementation and long term comprehensive plan activities. Staff Advisor to the Planning Commission and Board of Zoning Adjustment. Plans, directs and coordinates activities of planning and community development.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serves as Staff Advisor to the Planning Commission. Plans, organizes and manages the activities of the Planning and Community Development. Prepares and presents budget materials to the Finance Director, Mayor, and City Council.

2. Plans, manages, coordinates, supervises, and performs oversight of staff personnel assigned to Planning and Community Development subject to ordinances and policies approved by the City Council and/or Mayor. Performs day to day employee supervision, and matters related to employee hiring, discipline, and termination.

3. Responsible for all budget activities, including the development of proposed budgets and ensuring compliance with budgets approved by the City Council, related to the department.

4. Develops, plans, and implements department goals, objectives and work plan.

5. Reviews drawings and documents submitted on comprehensive site plans, subdivisions and other land use proposals to ensure compliance with ordinances and regulations and provide direction as needed.

6. Performs site visits and inspection of projects for conformance to the Comprehensive Plan.

7. Makes detailed studies, presentations and recommendations using graphs, illustrations, narratives and statistical reports pertaining to community development functions and zoning, planning and land use issues; collects data and analyzes data; reviews ordinances pertaining to Planning and Community Development; and makes presentations to the Planning Commission and City Council.

8. Oversees preparation of clear and concise reports for applications by homeowners and businesses regarding planning and zoning appeals; attends meetings of the Planning Commission and Board of Zoning Adjustment.

9. Serves as consultant and advisor to the Mayor and to assigned Committees and Commissions regarding planning, land use, zoning and development issues.

10. Processes requests for annexation, island annexations, and ballot annexation proposals to the city, performing analyses of proposals, preparing and presenting reports regarding annexations to the Planning Commission.

11. Maintains effective working relationships with developers, contractors, land owners and attorneys; provides guidance

pertaining to planning and community development processes, zoning ordinances, and related laws and requirements.

12. Responds to questions and complaints from landowners, developers and the general public concerning Planning and Community Development.

13. Responsible for planning, training and assigning jobs for subordinate employee.

14. Provides leadership as a member and chair of the Development Review Committee.

15. Assists the Mayor and the City Engineer in analyzing and creating plans for long-term and short-term infrastructure development, including parks, trails, streets, water and sewer, storm drainage, parking and other public facilities.

16. Serves as the first contact with developers and land-owners wishing to do business in the city in a manner that presents a professional and knowledgeable atmosphere in city government.

17. Serves as Bryant Decennial Census Coordinator.

18. Regular and punctual attendance is an essential function of this position. Interacts with team members. Works overtime as assigned.

19. Performs any other related duties as required or assigned.

20. Responsible for management and enforcement of policies, procedures and recommendations for the Bryant Planning Commission concerning matters before them. The Director shall consult with pertinent personnel and agencies to develop department recommendations as necessary.

21. Performs oversight of all matters regarding planning, commercial properties, planning, zoning, and community development administration and/or similar activities.

22. Leads selection committee for professional consulting firms relative to projects undertaken by the Planning and Community Development. Oversees direct responsibility for bid documents, the custodian of said documents, and all bid processes (i.e. including pre-bid and post-bid activities) as they pertain to projects undertaken by the Department of Planning and Community Development.

23. Responsible for employees training. Reviews status reports prepared by the project personnel and modify schedules or plans as required and provide said reports to the Mayor and City Council as required.

24. Coordinates project activities with activities of government regulatory or other governmental agencies.

25. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as advanced accounting, marketing, business administration, finance, etc., equivalent to four years of college, plus 7 years related experience and/or training, and 4 years related management experience, or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Annual Budget Authority:	$100,000
Funds, Property & Equipment Responsibility:	$250,000

SUPERVISORY RESPONSIBILITIES
Directly supervises 1 manager and 1 employee. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; addressing complaints and resolving problems; appraising performance, rewarding and disciplining employees, subject to mayoral approval.

COMMUNICATION SKILLS
Ability to write speeches and articles for publication that conform to prescribed style and format; Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS
Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane geometry, algebra, solid geometry and trigonometry.

CRITICAL THINKING SKILLS
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

SUPERVISION RECEIVED
Under administrative direction, setting up own standard of performance. Virtually self-supervising. Reports to senior management of the organization.

PLANNING
Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a group of employees engaged in widely diversified activities.

DECISION MAKING
Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND
Intense mental demand. Operations requiring sustained directed thinking to analyze, solve, or plan highly variable, administrative, professional, or technical tasks involving complex problems or mechanisms.

ANALYTICAL ABILITY / PROBLEM SOLVING
Oversight. Activities covered by expansive policies and objectives, and oversight as to execution and review. High order of analytical, interpretative, and constructive thinking in varied situations covering multiple areas of the organization.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS
Occasional use of highly complex machines and equipment; specialized or advanced software programs.

ACCURACY
Probable errors would normally not be detected in succeeding operations and may have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above-mentioned areas are inherent in the job.

PUBLIC CONTACT
Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT
Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS
Valid Arkansas Driver's License or a valid driver's license recognized by the State of Arkansas.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS
Certified Planner

SOFTWARE SKILLS REQUIRED
Intermediate: Presentation/PowerPoint, Spreadsheet, Word Processing/Typing
Basic: 10-Key, Alphanumeric Data Entry, Contact Management, Database

ADDITIONAL INFORMATION
The incumbent must have knowledge of principles and practices of Urban and Regional Planning. Must have the ability to interpret and analyze technical and statistical information. Machine skills include computer, calculator, FAX machine, copy machine, and typewriter. The incumbent must possess excellent interpersonal skills when dealing with the public, either in person, telephone, or in writing. Ability to attend meetings of the Planning Commission, Board of Zoning and Adjustments, or City Council, if required.

PHYSICAL ACTIVITIES
The following physical activities 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 and expectations.

While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, talk or hear; frequently required to reach with hands and arms; and occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; color vision; peripheral vision; and depth perception.

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

While performing the functions of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.