

**PITTSFIELD CHARTER TOWNSHIP  
JOB DESCRIPTION**

**PLANNING DIRECTOR**

**Supervised by:** Township Supervisor  
**Supervises:** Associate Planner – Zoning Administrator, Assistant Planner, contracted consultants and engineers, Dept. Assistant II - Planning, Department Assistant I – Planning, Intern.

**Position Summary:**

Under the general supervision of the Township Supervisor, performs professional and administrative functions related to planning and zoning administration. Assists the Township Board, Planning Commission, Zoning Board of Appeals, Natural Resources Commission and residents with planning issues and concerns.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Supervises department personnel. Ensures coordinated work assignments, appropriate supervision, performance evaluation, training, and professional development. Takes disciplinary or corrective action according to established procedures.
2. Oversees the administration of ordinances, zoning regulations, signs, fences and subdivisions. Answers public questions and reviews developmental proposals.
3. Oversees the development and ongoing modification of the Township's comprehensive master land-use plan.
4. Represents the department as the professional advisor at Planning Commission and Zoning Board of Appeals meetings. Coordinates related administrative functions such as preparing staff reports, agendas, meeting materials and proper public notices, and advises the Commission and ZBA of regional and state activities.
5. Conducts pre-application meetings with petitioners and applicants, reviews variance request applications, and conducts on site inspections.
6. Attends Township Board meetings as needed to provide staff reports and recommendations.
7. Coordinates planning functions with contractors, engineers and other parties, and otherwise facilitates the process.
8. Explains, interprets and provides guidance regarding all applicable planning and zoning issues to architects, engineers, contractors, developers, property owners, the public and Township officials. Provides assistance, responds to requests, and resolves complaints.
9. Prepares and presents annual departmental budget requests, administers the

budget, and ensures that the authorized budgetary and purchasing procedures are properly used.

10. Develops, implements and maintains computerized databases, and a Geographic Information System (GIS) for the Planning Department.
11. Investigates and applies for grants and other funding sources related to environmental protection, transportation improvement, and other issues as directed by the Township Supervisor.
12. Advises the Township Supervisor on planning and code enforcement matters, and may provide research and reports on a wide variety of related topics.
13. Maintains cooperative relationships with peer agencies and other governmental units to coordinate planning functions. Keeps abreast of professional developments in the planning field and attends conferences, workshops, and seminars as appropriate.
14. Performs related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A Bachelor's degree in urban planning, geography, planning administration, economic development, or related field. A Master's degree is desirable. AICP certification is desirable.
- Five years experience in land-use planning, site plan review, and zoning administration.
- A Michigan Vehicle Operator's License.
- Thorough knowledge of the principles, practices and techniques of modern land-use planning.
- Considerable knowledge of the public management principles and techniques utilized in managing operations and personnel.
- Thorough knowledge of local, state and federal laws and other regulations governing land-use.
- Thorough knowledge of the principles and practices of municipal planning and land-use issues.
- Thorough knowledge of the practices of plan review and site inspection.
- Skill in compiling and evaluating complex planning, land-use, and zoning code

guidelines for assimilation into GIS development and application.

- Skill in interpreting and applying planning guidelines and ordinances.
- Skill in compiling and evaluating complex planning, land-use, and zoning code guidelines and formulating policy, standards, and service recommendations.
- Skill in managing Planning Department operations and programs.
- Ability to travel to other locations.
- Skill in reviewing and interpreting site plans, blueprints, specifications and complex construction drawings.
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with builders, architects, planners, property owners, the public, other professional contacts, and Township officials.
- Ability to critically assess situations, solve problems, and work effectively within deadlines, and changes in work priorities.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 talk, hear and view and create documents. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must frequently lift and/or move items of light to moderate weight.

While performing the duties of this job, the employee works in a business office setting and in the field. In the course of field activities, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually quiet in the office, and may become moderate or potentially loud in field situations.