



**INTEROFFICE MEMORANDUM**

PLEASE POST  
All 2/22/23

**TO:** All Department/Division Heads  
**FROM:** Human Resources  
**DATE:** February 22, 2023  
**SUBJECT:** **JOB OPPORTUNITY:** Department of Community Development

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**CLASS TITLE:** Director of Planning

**SALARY GRADE 20**

\$63,369.02 - \$85,384.78 annually

See copy of Class Specifications attached for a general statement of duties, examples of work, required knowledge, skills and abilities, as well as acceptable experience and training. Valid Ohio Driver's License. Position includes a broad range of functions related to the development of long and short-range physical development plans and administration of planning, and zoning. This position oversees Planning and works with the Housing Inspectors to coordinate zoning inspections and compliance and supervises the front desk in Community Development. Master's Degree in City and Regional Planning/Urban Planning or related field. Some evening meetings. Open to all.

Submit applications to: City of Painesville, Human Resources Division, 7 Richmond Street, P.O. Box 601, Painesville, Ohio 44077-0601 **Open until filled.**

***The City of Painesville is a drug & alcohol free employer.***

**BLANK APPLICATION FORMS MAY BE OBTAINED FROM PAINESVILLE CITY HALL LOBBY OR VIA THE CITY'S WEBSITE [www.painesville.com](http://www.painesville.com). A FULL JOB DESCRIPTION CAN BE VIEWED AT CITY HALL OR IS AVAILABLE ON THE CITY'S WEBSITE.**

*The City of Painesville, Ohio, is an equal opportunity employer and does not discriminate against any individual, employee or applicant for employment, because of race, color, religion, sex, national origin, disability, age or ancestry, in the provision or accessibility of programs and services, or in employment practices.*



**POSITION DESCRIPTION**  
An Equal Opportunity Employer

<b>Position Title:</b> Director of Planning	0306
<b>Department:</b>	<b>Date:</b> 3/10/22

<b>Pay Class:</b> 20	<b>Exempt / Non-exempt:</b> Exempt
	<b>Exempt Category:</b> Executive

**General Purpose for Job:** Administrative work performing a broad range of functions related to the development of long and short-range physical development plans and administration of planning and zoning.

This position is responsible to maintain liaison with, and securing cooperation of departments, agencies, and organizations within and outside of the City. The position oversees Planning and works with the Housing Inspectors to coordinate zoning inspections and compliance and supervises the front desk in Community Development.

**DUTIES** *(The duties listed below are illustrative of the work performed by this classification. All duties are essential functions of the job unless otherwise noted with an asterisk.)*

- Supervises the front desk that is responsible for taking in planning and zoning permits as well as subdivision plans. Includes other applications (i.e., Rental Registration Form) for Community Development.
- Preparation and administration of agenda, minutes, reports, visual aids, and other data for meetings of the Planning Commission, Board of Zoning Appeals, City Council, Housing Task Force, etc. as they pertain to the short and long-range planning in the community.
- Recommends short and long-range planning initiatives.
- Responds to technical questions of a zoning and planning nature; and administers the Zoning Code.
- Reviews and approves a variety of zoning permit applications (i.e. zoning, signage, occupancy) and reviews and completes site plan review.
- Administers design review standards.
- Prepares, coordinates implementation and maintains the long-term planning including Painesville Comprehensive Plan, Downtown Master Plan, Transportation & Streetscape Plan and other related Policy Plans.
- Acts as the Staff liaison to the Planning Commission and Board of Zoning Appeals as well as community groups, other departments, agencies and other organizations.
- Responsible for researching and recommending modifications to the Unified Development Code.

- Corresponds and advises applicants and staff regarding requirements of UDC.
- Prepares budget and approves expenditure requests for the Planning Department
- Performs field inspections to gather data as part of the development review process; verifies that development projects comply with approved plans.
- Reviews permits and supervises zoning compliance, including responding to complaints; issuing compliance letters; maintaining records of letters sent; and filing charges in Municipal Court; attends court pre-trials and trials.
- Recommends capital improvements to be constructed, land to be acquired, location and timing of new facility and subdivision development.
- Submits recommendations to City Manager on street and alley vacations, extensions, widening and dedication.
- Supervises work of consultants performing services for the department.
- Assist with the economic development program as needed.
- Oversees enforcement of the zoning code and works with the Housing Inspectors to identify violations and ensure compliance.
- Performs other duties as required or assigned.

<b>MINIMUM EDUCATION AND EXPERIENCE</b> <i>(Required to qualify for position)</i>
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**Education:** Master’s Degree in City and Regional Planning/Urban Planning or related field.

**Experience:** Three (3) years of related experience as a City Planner, Regional Planner, Community Development Director or related field.

*A different combination of education and experience may be acceptable if deemed equivalent.*

<b>KNOWLEDGE, SKILLS AND ABILITIES</b> <i>(Required for satisfactory performance. Those which may be acquired after hire are noted with an asterisk.)</i>
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**Knowledge of:**

- Department and City policies and operating procedures\*
- Thorough knowledge of Comprehensive Plan.\*
- Thorough knowledge of Unified Development Code.\*
- Advanced principles and practices of city and regional planning.
- Principles and practices of zoning.
- Basic principles and practices of municipal budget preparation and administration.
- City/Department goals and objectives\*
- Workplace safety practices and procedures\*
- Personnel rules and regulations\*
- Physical planning, zoning and subdivision practices.
- Local, state, and federal land use, planning and development laws, regulations, and programs.
- Management principles.

**Skill and Ability to:**

- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with other employees, developers, agencies, organizations and the public.
- Plan programs and execute plans.
- Interpret and read maps and plans.

- Proficient in Microsoft Office Suite, including but not limited to Outlook, Word, Excel, PowerPoint etc.
- Ability to initiate and pursue specific projects.
- Obtain support of recommendations through persuasive skills.
- Exercise independent judgement and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations.
- Copy records precisely without error; complete routine forms; prepare routine correspondence; compile and prepare reports, respond to routine inquiries from public and/or officials.
- Maintain records according to established procedures.
- Resolve complaints; travel to and gain access to work site.

**License or Certification Required:** Valid Ohio Driver's License

AICP certification preferred, but not required.

**Physical Demands:** Frequent bending, standing, walking and climbing stairs. Occasional lifting and pushing of light to moderate weight (2-19 pounds).

**Scheduling Demands and Constraints:** Must attend monthly evening meetings for Planning Commission (2<sup>nd</sup> Thursday) and Board of Zoning Appeals (3<sup>rd</sup> Thursday). May be required to attend City Council Meetings on 1<sup>st</sup> and 3<sup>rd</sup> Monday of the month to present items at the meeting.