**Notice of Job Opportunity**

**Date Opened:** September 29, 2017  
**Date Closed:** October 13, 2017

**Position:** Director of Planning (Unclassified)  
**Agency:** Planning Commission

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**Minimum Qualifications:**  
Bachelor's degree (B.A. or B.S.) from a four-year college or university; and six (6) to eight (8) years related experience and/or training; a minimum of two (2) years of supervisory experience; or equivalent combination of education and experience. Master's Degree in a related field is preferred.

**Additional Qualifications (Agency/Dept. Qualifications):**  
Valid Ohio Driver's License and American Institute of Certified Planner (AICP) Certification.

**Hours:** Full Time  
**Salary:** Commensurate with Experience

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**Summary:**  
Provides leadership and direction for overall operations of planning. Ensures compliance with all federal, state, and local laws pertaining to Planning. Acts as a visionary and identifies issues and recommends plans of action to improve and enhance the quality of life for the inhabitants of Licking County on behalf of the Planning Commission and the Licking County Board of Commissioners.

**Reporting Relationship:**  
This position reports to the Licking County Planning Commission (LCPC) through the Chair Person of the LCPC. This position has a “dotted line” responsibility to the Licking County Board of County Commissioners. The position will operate under the administrative policies and procedures of the Licking County Board of County Commissioners but serves at the pleasure of the LCPC.

**Duties:**
- Demonstrates regular and predictable attendance.
- Promotes and maintains positive and effective working relationships through collaboration with other political and organization entities by providing synergistic public relationships as a representative of Licking County Government.
- Provides leadership in the development of long-term sustainable growth strategies.
- Ensures work assignments are complete, provides training and evaluates employee performance; receives and resolves employee issues according to established guidelines; approves timesheets and leave requests; issues corrective action as necessary. In coordination with the Planning Commission, interviews and hires candidates for employment. Actively involved in employee and/or labor relations.
- Resolves more complex problems that arise due to department activities (internal and external). Works on projects involving Licking County Area Transportation Study (LCATS), Planning, Economic Development and Annexation activities. Receives inquiries, applications and/or complaints from the public and officials concerning areas under the Planning Division; obtains relevant data and prepares answers or resolutions to the inquiries and/or complaints; and ensures resolution.
- Reviews documentation and status reports for future actions; reviews staff reports (e.g., project status, violations, grant status, etc.); oversees a variety of planning activities (e.g., zoning resolutions; subdivision regulations; subdivision applications and lot splits; land use plans, comprehensive plans, area studies; etc.).
- Develops and manages the Planning & Development Division budget. Recommends contracts/agreements to the Planning Commission and the Board of Commissioners for review/acceptance.
- Oversees various state and federally funded Community Development projects; assists in and/or develops new community development programs and projects; supervises and assigns the preparation of grant applications to state or federal agencies; monitors project time frames; conducts on-site inspection of community development projects to ensure that all phases of the project meet the established guidelines and constraints as determined by the grant or project plans.
- Performs a variety of administrative functions to ensure efficient operation of the division; formulates/recommends, implements and administers new and revised policies and procedures; prepares reports and presentations.
- Serves as the Executive Director of the Metropolitan Planning Organization (MPO), as LCPC Director, and as a member of the Licking County Area Transportation Study (LCATS) Technical Advisory Committee.
- Complies with and promotes the Licking County Board of County Commissioners, Licking County Planning Commission, Licking County Area Transportation Study, and the Licking County Planning and Development Department policies and procedures at all times.
- Other duties may be assigned.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to the essential functions of the position and all agency safety procedures.
- Remains informed of current developments and procedures pertinent to duties; may be required to attend seminars/training.

**Application Procedures:** Submit completed application, resume and cover letter (including salary requirements) to the Licking County Human Resources Department, 20 South Second Street, 3rd Floor, Newark, Ohio 43055. Applications can be obtained in person in the Human Resources Department between 8:00 a.m. and 4:30 p.m. daily or printed from the website at [www.lccounty.com](http://www.lccounty.com). Successful candidates will be subject to Licking County’s pre-employment drug screen and background check. Licking County is an Equal Opportunity Employer.