Job Description

Job Title:	Assistant Director of Planning, Development and Neighborhood Services	Classification:	Classified
Department:	Planning, Development and Neighborhood Services	Grade:	350
Occupational Group:	Planning	FLSA:	Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under general supervision; assists with planning functions of the City of Joplin, directs the execution of Federal, State and other program activities, and supervises departmental and support staff.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Plans short-and long-term comprehensive programs and plans for development, growth, future needs, revitalization, and utilization of land and physical facilities to maximize quality of life for the community and its residents.
2. Provides professional planning assistance to requestors as needed.
3. Analyzes data on economic, social, and physical factors affecting land use, community vitality, and development potential.
4. Confers with local authorities and civic leaders to devise and recommend arrangement of land and physical facilities for residential, commercial, industrial, and community uses.
5. Conducts public meetings; meets with groups and committees to identify and resolve problems. Speaks before various civic and professional organizations. Recommends governmental measures affecting land use, public utilities, community facilities, and housing and transportation to control and guide community develop land renewal.
6. Develops grant applications for a variety of funds including, but not limited to, HUD, EPA, EDA, CARES, and Smart City.
7. Presents reports to the City Manager and City Council on individual projects as necessary.
8. Reviews and evaluates environmental impact reports applying to specified private and public planning projects and programs.
9. Confers and coordinates activities with local planning agencies.
10. Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process.
11. Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by providing critical input prior to the Department Director issuing a final recommendation for disciplinary action in compliance with the City's policies and procedures.
12. Participates in hiring and promotional processes by providing critical input to the Department Director and Human Resources regarding hiring and promotional opportunities. Cooperates and coordinates with the City Human Resources Department to comply with rules and regulations related to recruitment, hiring, and promotional processes.

13. Develops and manages the division's annual budget and serves as the subject matter expert for divisional budget requests included in the departmental budget. Reviews and recommends budget expenditures for non-personnel costs, to the Department Director to ensure spending is minimized and services are maximized throughout the fiscal year, in compliance with the City's purchasing policies and procedures, and are authorized in the budget.
14. Contributes effectively to the Planning, Development and Neighborhood Services Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Organizes and coordinates a variety of planning tasks.
- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Principles and practices of public administration including program planning, project management, economic development principles, coaching and training employees; Federal and State regulations impacting funding opportunities; Joplin City Charter and Code; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with elected City officials, other Department management staff, and the public, evaluating complex plans to ensure compliance with project specifications, planning, and administering complex programs and projects; communicating professional reports in written and oral form; interpreting Federal, State, and local regulations; consensus building with a team; Microsoft Office Suite.

Education: Graduation from an accredited college or university with a Bachelor's degree in Public Administration, Urban Planning, or related discipline.

Experience: Four years of professional planning experience, redevelopment, or related areas of experience which includes public sector and supervisory work experience.

Licenses and Certifications: Possess and maintain a valid state issued driver's license.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of

the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	