Job Description

Job Title:	Director of Planning, Development and Neighborhood Services	Classification:	Unclassified
Department:	Planning, Development and Neighborhood Services	Grade:	380
Occupational Group:	Leadership	FLSA:	Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under general supervision; plans, organizes and administers the planning, community development and neighborhood services of the City of Joplin.

Essential Leadership Job Functions

As a member of the City's Management Team, Department Directors provide critical leadership for the organization. Beyond the technical and administrative functions of the Department's operations, these additional essential functions are required for members of the City's Management Team to be successful.

- Ensures compliance for relevant rules, regulations, ordinances, and directives that may be established by the City Manager, City Council, State of Missouri, and Federal Government.
- Collaborates with members of the City's Management Team to promote a cohesive and positive working environment.
- Researches, develops, and recommends solutions to organizational-related issues and concerns; establishes and documents processes that support the continuous improvement of City operations and services.
- Partners with internal leaders and subject matter experts to reconcile variations and conflicts in processes, policies, and practices to work towards simplification, standardization of service delivery, and improved customer service.
- Coordinates, facilitates, and provides high-level project management for strategic planning and change efforts to ensure wide-spread stakeholder understanding, momentum, buy-in, and commitment to address multi-faceted problems and implement sustainable solutions.
- Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process for direct reports and ensures application of the same by Department supervisors and managers.
- Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by ensuring due process is provided in accordance with the City's policies and procedures, conducts fact-finding hearings when appropriate, recommends the appropriate discipline in consultation with Human Resources, and presents a recommendation for disciplinary action to the City Manager prior to issuing the approved disciplinary action.
- Receives critical input from appropriate supervisors and managers before making final hiring or promotional decisions. Ensures departmental hiring and promotional processes are conducted in coordination with and approved by Human Resources. Verifies budgetary approval before proceeding with recruitment or promotional processes and implementing the final hiring decision.
- Develops the Department's annual budget requests, with input from appropriate staff, to provide necessary programs and services for the community as approved by the City Manager's office.

Reviews and approves expenditures for non-personnel costs, to ensure spending is minimized and services are maximized throughout the fiscal year. Ensures departmental purchases comply with the City's purchasing policies and procedures and are authorized in the budget.

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. Organizes, coordinates, and directs, a variety of planning, building, and community development-oriented tasks and functions; assesses and evaluates new or expanded economic development needs of the City and makes appropriate recommendations; oversees annexation issues; manages the services and staff in the Building, Neighborhood Services and Planning/Community Development divisions.
2. Develops, updates, and implements the City's Comprehensive Development Plan and Zoning Code.
3. Plans, coordinates, and directs the inspection and permitting process for residential, commercial, nuisance, and code compliance within the City.
4. Develops, updates, and implements the City's multi-modal transportation plans.
5. Oversees the City's economic development incentive programs, including but not limited to tax abatement and tax increment financing programs.
6. Oversees grant programs and accomplishments with HUD, HOME, CDBG, MoDOT, FHWA, and EDA.
7. Conducts public meetings with groups and committees to identify and resolve problems.
8. Serves as senior planner for the department; provides professional planning assistance to members of the community; conducts research and prepares statistical reports on land use, physical, social and economic conditions, and issues.
9. Coordinates and responds to annexation issues from the public, both voluntary and involuntary; works with other departments and prepares reports to evaluate requests for review by the City Manager and consideration by City Council.
10. Confers and coordinates activities with State, Federal, and local planning and development agencies and firms. Speaks before various civic and professional organizations; presents reports to the City Manager and City Council on individual projects as necessary.

Other Duties

- Leads 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, municipal government including budgeting, program planning/development, economic development, project management; Federal and State regulations impacting funding opportunities; employee coaching training and supervision; Joplin City Charter/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 established project specifications and standards; planning, organizing, and directing programs; communicating professional reports in written and oral form; interpreting Federal, State, and local regulations; managing multiple projects simultaneously; Microsoft Office Suite.

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

Experience: Five years of full-time professional planning experience which includes supervisory and/or managerial experience.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. American Institute of Certified Planners (AICP) certification preferred.

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. Must establish and maintain residency within 12 air miles of Joplin's City Hall.

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