

## JOB OPENING

Department:	Planning
Position:	Planning Director
Qualifications:	BS or BA from an accredited college or university with a major in planning, public administration, geography, landscape architecture or any equivalent combination of experience and training which provide the required skills and abilities.
Duties and Responsibilities:	Detailed position description attached.

Anyone who wishes to apply for the vacancy shall indicate in writing and submit to the Chief Clerk by 4:00 p.m. on March 6, 2023.

**PLANNING DIRECTOR**  
**Position Description**  
**MIFFLIN COUNTY, PA**

**Overall Objective of Job:**

To plan, organize and direct the overall operations of the Planning Office to implement the goals and objectives of the Planning Commission and to expand the role of the planning effort appropriately.

**Job Statement:**

The Planning Director administers the County's planning and Community Development Programs and supervises the staff, applying specialized knowledge in the formulation and implementation of plans for the County's Comprehensive Plan and acting as technical advisor to the Planning Commission and County officials. Work performed is under the general direction of the Mifflin County Planning Commission. Monthly progress reports will be made to the Planning Commission.

**Essential Job Duties/Responsibilities:**

The following activities will be undertaken by the Planning Director under the direction and approval of the County Planning Commission:

**Administrative Duties:**

Administers all Mifflin County Planning and Community Development Program activities.

Supervises and directs professional and clerical staff of the County Planning Office and handles all personnel issues.

Coordinates and administers all work activities requiring consulting firms.

Acts as liaison with Federal, State, County and Local Agencies and Departments.

Prepares an annual budget request for planning and development activities and financing proposals for implementation of plans, for submission to and consideration by the Mifflin County Planning Commission

Administers the work programs and policies of the Planning Commission, serving as technical advisor to the Planning Commission, County Commissioners or other municipal officials

### **Planning Activities:**

Identifies goals and objectives for the future development of the County, and recommends planning and development issues or projects for consideration by the Commission, the Commissioners and local officials.

Prepares and proposes both short and long range plans, including, but not limited to the County Comprehensive Plan, feasibility studies, technical studies and municipal plans.

Undertakes specialized planning studies relative to economic development, mitigation of flooding and environmental problems, recreation, and infrastructure plans, land use plans and other specialized studies.

Provides direction and supervision of specialized planning tasks relating to governmental mandated programs such as Act 537 Sewage Planning and Watershed Planning Programs

Provides advice to and cooperates with County and municipal officials and community organizations relative to new or contemplated projects.

### **County Subdivision and Land Development Ordinance**

Supervises local staff in the implementation of the County's Subdivision and Land Development Ordinance.

In conjunction with the Subdivision and Land Development Review Committee, provide review and comment on land development proposals submitted to the County Planning Commission and local municipalities.

### **Community Assistance Programs**

Provides for the implementation of local planning assistance programs for individual municipalities

Monitors community infrastructure and expansion plans, including streets, highways, sewer and water systems.

Promotes citizen participation and understanding of County plans and policies through effective media and public relations releases.

Encourages and supervises public involvement in the development of planning studies and plans through the use of advisory committees, public meetings, public hearings, community surveys and other techniques.

Provides technical assistance to other applying for implementations funds.

### **Grantsmanship and Funding Programs**

Identifies funding sources and provides assistance required to implement county and local plans and projects.

Administers required grant writing activities authorized by the Planning Commission or the Commissioners.

Develops necessary CDBG, HOME Programs and other activities for administration by staff and/or consultant.

### **Qualifications:**

A BS or BA from an accredited college or university with a major in planning, public administration, geography, landscape architecture or any equivalent combination of experience and training which provides the required skills and abilities. A Master's Degree in Planning and/or AICP certification are highly desirable but not required.

### **Experience:**

Extensive knowledge of the principles and practices of county and community planning and local government administration with specific experience in County Planning and Economic Development in rural areas is highly desirable.

Experience demonstrating ability to maintain effective working relationships with elected and appointed officials, developers, design professionals and the general public. Must possess the ability to interpret and apply technical land use regulations in addition to the ability to write clear and concise reports and correspondence. The ability to organize, supervise, and carry out complex research projects and present the results effectively in oral, written and graphic form is imperative. Must possess the ability to use a personal computer.

Experience with the implementation and administration of CDBG and other funding programs is highly desirable. Proven organizational and management skills with experience and ability to manage professional staff is required.

### **Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.