

Classification Title: Planning, Development and Inspections Director

FLSA Status: Exempt

BRIEF DESCRIPTION: Directs, manages, and coordinates building permits and inspections in accordance with the North Carolina State Building Code, zoning and subdivision review in accordance with the Wake County Unified Development Ordinance, long range planning services and activities for those areas in Wake County lying outside municipal planning jurisdictions, and transportation/transit planning at the local and regional level.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Supervises and assigns division staff and resources to achieve appropriate distribution of work and tasks. Provides ongoing assessment of work distribution. Develops, monitors and evaluates performance metrics for key functions of the division. Executes annual performance reviews of division supervisors and managers. Addresses, manages, and resolves personnel issues in a manner consistent with Wake County policies. Coordinates and collaborates with Community Services Director and other division directors on key administrative issues relative to the division and or department. Performs complex data analysis and presents information to County staff, external stakeholders, and County Board of Commissioners.
2	S	Directs, manages, and supervises the long range planning services and activities for those areas in Wake County lying outside municipal planning jurisdictions. Provides oversight and administration of the Wake County Land Use Plan for development activity in the County's jurisdiction. Makes recommendations and provide direction to the County Manager and County Board of Commissioners on amendments and changes to the Land Use Plan.
3	S	Administers and manages all activities related to the Wake County Planning Board. Administers, collects, and maintains all demographic and socio-economic data for Wake County. Provides oversight of the County's Historic Preservation program. Leads, manages, and develops the County's comprehensive transportation plan.
4	S	Leads and manages the county-wide planning/funding effort for transit. Prepares detailed reports and analyses related to the transit effort. Collaborates with key stakeholders including municipalities, transit providers, and Capital Area MPO.
5	S	Directs Wake County's effort for the federal census that occurs every 10 years. Collaborates and coordinates with the Census Bureau and municipalities on the marketing campaign to insure participation goals are achieved.

Planning, Development and Inspections Director

#	Code	Essential Functions
6	S	Directs, manages, and supervises all development activity in Wake County's jurisdiction in accordance with the Wake County Unified Development Ordinance.
7	S	Directs, manages, and supervises the administration and enforcement of the North Carolina State Building Codes, as adopted by the Building Code Council, for areas lying in Wake County's jurisdiction and areas where Wake County has executed municipal agreements for inspection services. Issue Certificates of Compliance and Certificates of Occupancy upon completion of construction projects.
8	S	Develops and oversee the Division Work Plan, program and budget.

CLASSIFICATION REQUIREMENTS:

CLASSIFICATION REQUIREMENTS	
Education	Master's degree in Public Administration, Business, Planning or related field.
Experience	Ten years of experience Government Administration, Planning and Project Management
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Valid Class C driver's license.
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Broad Direction.
Budget Responsibility	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for County-wide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance of senior department managers including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact broad reaching and dynamic and may include the communication specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions in regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Microsoft Office Suite

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors	Other

PROTECTIVE EQUIPMENT REQUIRED:

None.