

Planning Director

The Versailles-Midway-Woodford County, Kentucky Planning Commission is seeking a Planning Director. The Planning Commission objectives and purposes are established by Kentucky Revised Statutes, Chapter 100 and it operates through an intergovernmental agreement between the Woodford County Fiscal Court (Judge Executive/Magistrates), and the cities of Versailles and Midway (each with a Mayor and City Council). Woodford County is located in the heart of Kentucky's Bluegrass region, has a total population of 27,000, and is immediately adjacent to the urban-county government of Lexington-Fayette County, the region's primary urban area.

Contact: pzhiring@woodfordcountky.gov

Review of application will begin at the start of business on Monday, April 18, 2022. After that time the position will remain open until filled.

Nature of Position: The nature of this position is to administer and oversee the Versailles-Midway-Woodford County Zoning Ordinance and Subdivision Regulations in conjunction with the adopted Comprehensive Plan. The Director oversees other staff in the office including the Building Inspector, GIS Coordinator, Administrative Assistant and Clerk. The Director is also the local floodplain manager and the liaison to the public with regard to planning and zoning matters. The Director assists the Planning Commission, Board of Adjustment, Board of Architectural Review, Agricultural Advisory Review Committee, and oversees the Technical Review Committee. The Director is responsible for overseeing the annual budget and finances of the Commission. They are also responsible for educating the public on planning and zoning matters and this includes public speaking engagements to school groups, realtors, civic groups, and other organizations.

Education: Bachelor's degree from an accredited college or university in planning, public administration, landscape architecture, or a closely related field, is required.

Licenses or Certifications: Must have a Kentucky driver's license. Continuing education required annually to maintain certification if a licensed professional. Continuing education required annually per KRS 147A.027 regarding planning. AICP preferred but not required. ASFPM Certified Floodplain Manager (if not CFM must be obtained within 1 year). Continuing education required annually to maintain CFM. Must be a member of APA and Kentucky APA.

Relevant Experience: A minimum of five (5) years of professional planning experience of a progressively responsible nature in a local (city or county) government planning agency is required. At least two years of responsible supervisory and administrative experience is required.

Skills: Competent understanding of Kentucky Revised Statue 100 and local land use (comprehensive plan), zoning ordinances, and subdivision regulations and the ability to administer and interpret these. The ability to supervise and direct employees. Can establish and maintain effective working relationships with the planning commission and other related boards, government officials, employees, and the public. The Director must have the ability

to deal courteously, effectively, and promptly with the public and government organizations. Make and enforce unbiased decisions in a tactful, positive, and productive manner. Read and comprehend the technical aspects of maps, plats, development plans and construction plans, as well as prepare and present reports and recommendations in a clear, concise, unbiased but factual manner. Have knowledge of plant materials and ability to review landscape plans and do field inspections for compliance with local ordinances. Have knowledge of historic preservation and architecture to effectively enforce historic overlay ordinances. Can effectively coordinate and review multiple projects simultaneously. Must also have skills related to finance and budget.

Computer Skills: The Director must have working knowledge of personal computers and software applications for word-processing, spreadsheets, databases and graphics including, but not limited to: Microsoft WORD, Publisher, Adobe, and Excel. Must also have considerable knowledge and experience with ESRI's ArcGIS PRO Software (2.9.0 or better), and Eagleview (formerly known as Pictometry).

Personnel Supervised: The Director supervises the building inspector, GIS/E911 coordinator, administrative assistant, clerk, and any other staff the Commission may hire. From time to time student interns will also be mentored and supervised.

People Interaction: The Planning Director will regularly communicate with individuals outside the immediate work area including but not limited to the following: mayors and judge executive, magistrates and city council members, city and county clerks, city and county attorneys, PVA staff, E911 staff, water districts, public work officials, city and county consulting engineer, city public work officials, economic development authority, utility representatives/engineers, state agency officials, . In addition, the Director also communicates with: property owners, tenants, construction contractors, developers, architects, engineers, surveyors, realtors, neighborhood associations, private businesses, and students.

The salary Range for this position is in the range of \$75,000 to \$95,000. The position includes health, retirement, and life insurance benefits through the Kentucky County Employees Retirement System

Applicants should send to pzhiring@woodfordcountyky.gov

- 1. A cover letter**
- 2. A resume**
- 3. Salary history**
- 4. Names and contact information for three references**

The preceding duties are not meant to be an exhaustive list of all duties expected, but constitute the primary duties and responsibilities. The flexible nature of the position means that the successful applicant may not be required to perform all duties listed and may be required to perform additional, position-specific duties.