

CITY OF BIXBY

JOB POSTING

JOB TITLE: Planning Director

SUPERVISOR'S TITLE: City Manager

POSTING DATE: January 14, 2016

The City of Bixby, a growing and progressive community, is seeking a proactive, positive, qualified individual who is self-motivated, task-oriented, and results-driven and will become an asset in the position of Planning Director.

PURPOSE OF POSITION:

Under the supervision of the City Manager, the Planning Director performs managerial / professional work involved in the planning, directing, and coordination of the City of Bixby's Planning Department.

The Planning Director is primarily responsible for overseeing all planning functions. The Planning Director is responsible for administration of the comprehensive planning program, interpretation, administration, drafting and enforcement of the Zoning Code, Subdivision Regulations, and land use and transportation plans. The Planning Director will serve in an advisory capacity and as Secretary to the Planning Commission, Board of Adjustment, and Technical Advisory Committee. The Planning Director will serve as the City Planner and as the Floodplain Manager for the City of Bixby.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

The following represents the majority of the duties performed by the position, but is not meant to be an all-inclusive list or prevent other duties from being assigned as necessary:

1. Administer the Comprehensive Planning Program, including the administration of the Comprehensive Plan, Zoning Code, Subdivision Regulations, and Floodplain Regulations.
2. Process, review, report, and make recommendations to the Planning Commission, City Council, Technical Advisory Committee, and Board of Adjustment all zoning, subdivision, and other development-related applications. Interpret codes and regulations as they relate to zoning and development applications. Provide a clear, concise, and thorough report, replete with maps and supporting documentation, to the respective boards, commissions, and committees to allow the decision-makers to make the best informed and advised decisions. Such applications include:
 - a. Zoning applications.
 - b. Planned Unit Development applications.
 - c. Subdivision Plat applications.

- d. Lot-Split applications.
- e. Site Plan applications.
- f. Board of Adjustment applications.
- g. Comprehensive Plan Amendment cases.
3. Administer and perform secretarial duties for the:
 - a. Planning Commission
 - b. Board of Adjustment
 - c. Technical Advisory Committee
4. Prepare and coordinate required public notices in their diverse forms (e.g. newspaper publication, sign-posting, direct mailing to property owners, website posting, and agenda posting) in accordance with state and local law and the Open Public Meetings Act.
5. Preparation and presentation of special written reports and studies.
6. Process, review, report, and make recommendations to the Technical Advisory Committee, Planning Commission, and City Council on all right-of-way and easement closings/vacations and encroachment/license agreements, coordinate with engineering and public works staff and affected utility companies, and coordinate with the City Attorney as needed to prepare the proper ordinances or other documents to achieve these ends.
7. **Floodplain Manager:** Administer Bixby's Floodplain Regulations, which involves providing to the public information pertaining to Floodplain Development Regulations and flood zones, providing Floodplain determinations, executing Federal and State mandates regarding Bixby's compliance with National Flood Insurance Program (NFIP) requirements, participating in continuing education opportunities in order to maintain state-mandated Certified Floodplain Manager (CFM) certification, and coordinating with the City Engineer to process Floodplain Development Permit/Earth Change Permit and (Conditional) Letter of Map Revision [(C)LOMR] applications. This also includes analyzing all building permits, plats, and development for flood zone determination, adherence to flood regulations and ordinances, signing all acceptable LOMA and LOMR proposals, reviewing, correcting, accepting, or rejecting all Elevation Certificates, administering FEMA grants, and holding public hearing meetings for map changes and grant applications as required.
8. Review all building permits for compliance with the Zoning Code, Floodplain Regulations, and other development regulations.
9. Maintain proper PUD, Zoning, Subdivision Plat, Board of Adjustment, Lot-Split, Comprehensive Plan Amendment, and other such planning files and records necessary for carrying out the duties and responsibilities of the Planning Department.
10. Draft and develop necessary amendments and updates to the Comprehensive Plan, Zoning Code, Subdivision Regulations, and other planning documents as directed.
11. Keep the decision-makers apprised of all relevant information.
12. Maintain an awareness of current affairs and newsworthy stories with relevancy to planning in the community, metropolitan area, and beyond.
13. Coordinate with other state, county, and municipal agencies, departments, and offices on all planning matters subject to state and local review. Accept case referrals from various neighboring cities and towns, review, and comment, and refer Bixby cases to the same as needed.
14. **GIS & Mapping Coordinator:** Responsible for the leadership and continued maintenance of Bixby's ArcGIS-based Geographical Information Systems program. Research and add data to the GIS database for the continued advancement of Bixby's GIS knowledge base, and share with all other departments. Review and make any necessary corrections to all GIS data. Prepare case maps as supporting documentation for staff reports.

15. **Addressing:** Assign and reassign addresses within the City Limits as needed.
16. Perform other duties as assigned.

ASSOCIATED DUTIES AND RESPONSIBILITIES:

17. Prepare and/or review grant applications as directed.
18. Administer Grants, track spending, request funds, and keep records on grants.
19. Assist the Economic Development Director in various economic development projects.
20. Do Ordinance research for staff and citizens.
21. Write Ordinances for various purposes for legal review.
22. Answer questions in most every area for citizens and staff concerning ordinances, procedure, etc.
23. **Public Relations:** Provide good public relations in all encounters for all matters related directly and incidentally to planning, zoning and land use, and development in Bixby. This primarily involves communicating with landowners, developers, and the public in general, other governmental agencies, departments, and offices, the local legislative body (i.e. Bixby City Council), and the various boards, commissions, and committees, and providing to them information relating to planning regulations and how they affect land use and development. A key component of this is communicating information between the local legislative body, the various boards, commissions, and committees, and the public in general. Advance public awareness of Bixby's public health and safety codes and planning services and educate the public at all opportunities of the benefits of planning to their neighborhoods and the City at large.
24. **Professional Development and Continuing Education:** Actively pursue professional development and continuing education opportunities to maintain any achieved nationally-recognized planning certifications, such as the American Institute of Certified Planners (AICP) and the Certified Floodplain Manager (CFM). Attend local seminars and informative conferences for training and education in matters of planning and local governmental law, technological advancements relevant to planning (e.g. GIS), and progressive planning, zoning, and land-use methods and practices. Participation in the planning profession's principal professional organization, the American Planning Association (APA), or the Oklahoma Chapter of the American Planning Association (OKAPA) will be encouraged, so long as they do not interfere with the positions principal responsibilities.

EDUCATION, TRAINING & EXPERIENCE REQUIRED:

1. Bachelors degree in urban planning or related field with five years of experience in urban planning or equivalent combination of experience and education. Masters degree preferred.
2. **CFM:** Accreditation or Certification by the State of Oklahoma as a Certified Floodplain Manager or the ability to attain.
3. Excellent verbal, word processing, oral and written communication skills.
4. Working knowledge of word processing, database, GIS programs, and computer spreadsheet software.
5. AICP certification preferred.

SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED:

- Oklahoma driver's license or the ability to obtain.

COMPENSATION:

Depends on experience and qualifications.

HOW AND WHEN TO APPLY:

Submit a completed application (available at www.bixbyok.gov), cover letter, and resume to the City Manager, in care of Planning Director Erik Enyart (eenyart@bixbyok.gov) for consideration. No phone calls, please. First interviews will be conducted the week of January 25, 2016. This job posting will be open until filled.

The City of Bixby is an Equal Opportunity Employer.