

City of Toledo



Job Title:	Director of Planning	Job Category:	Unclassified Exempt
Department/Group:	Department of Plan Commission	Class Code:	7340
Level/Salary Range:	Annual salary for this position ranges from \$97,672 to \$185,269. The starting salary is negotiable based on qualifications.	Position Type:	Full-Time
HR Contact:	Selection & Evaluation 419-245-1500	Reports To:	Deputy Mayor

POSITION SUMMARY:

Under administrative direction is responsible for the supervision of all functions performed by the Toledo-Lucas County Plan Commission staff; prepares and maintains the Master Plan for the area, zoning ordinances and subdivision regulations for Toledo and the incorporated and unincorporated areas where required; recommends public improvements to conform to the Master Plan when referrals are made to the Plan Commissions; performs related work as required.

ESSENTIAL JOB FUNCTIONS:

- Prepares and maintains Master Plan for Toledo and Lucas County in current status, original zoning ordinances and recommendations for City of Toledo and various townships within Lucas County having zoning programs and sub-division regulations.
- Reviews subdivision plan for conformity to Master Plan and regulations prior to action by the Plan Commissions; maintains Master Plan of other incorporated areas in the county.
- Makes special studies of sections of the area, population growth, industrial area analysis, parks, open spaces and related areas; maintains minutes of the two (2) Commissions.
- Works with City Departments in assembling the capital improvements program for City of Toledo.
- Informs and advises citizens regarding zoning, subdivision, deed transfers of land, and vital data for the community pertinent to planning efforts of individuals, corporations, or governmental agencies.
- Explains and interprets zoning ordinances, subdivision regulations, land use policies, and planning codes to the public in clear, accessible language ensuring that the public understands how codes apply to their projects, providing transparency, building trust, and supporting compliance. Demonstrates patience, accessibility, and a willingness to assist the public in navigating technical requirements.
- Enforces the City of Toledo zoning codes, which may include investigating complaints, conducting inspections, issuing fines and citations to ensure compliance.
- Responsible to Toledo-Lucas County Plan Commission, serving as technical advisor to the Commission on area planning and development.
- Designs standards for overall accountability and implements standard practices necessary to determine the extent to which the mission and goals of the Department of Plan Commission are achieved.
- Ensures that Department expenditures correspond to budget schedule.
- Attends City Council, Development Commission, and other board/commission/panel meetings and takes part in discussions related to the activities of the Plan Commission.
- Ensures that the Department follows all legal, procedural, and professional requirements in the staffing and management of the division's assigned boards, commissions, and panels.

- Analyzes information needed to ensure conformity of procedures to the current applicable standards for the operation of the Division and the administration of the program under its control.
- Directly manages Department projects and may serve as principal planner on Department projects as required.
- Attends meetings as assigned; prepares and presents reports and materials as appropriate.
- Manages and supervises department to achieve goals within available resources.
- Develops program goals and objectives.
- Plans and organizes workloads and staff assignments.
- Trains, motivates, and evaluates assigned staff.
- Reviews progress and directs changes as needed.
- Develops and implements departmental policies, procedures, and programs; makes policy recommendations.
- Provides leadership and direction of short and long-range plans.
- Gathers, interprets, and prepares data for studies, reports, and recommendations.
- Coordinates department activities with other departments and agencies as needed.
- Assures that assigned areas of responsibility are performed within budget.
- Develops innovative approaches to improving the efficiency and effectiveness of department's functions, and the delivery of services.
- Ensures high quality customer service.
- Accepts full management responsibility for all Department of Plan Commission activities and services.
- Presents, justifies, and defends departmental programs, operations and activities; negotiates and resolves controversial department issues.
- Authorizes all personnel actions within the Department of Plan Commission, provides or coordinates staff training; identifies and resolves staff deficiencies; executes discipline and/or termination procedures.
- May enter into contracts on behalf of the City.
- Perform other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- The history and objectives of neighborhood planning and urban design principles and practices including pertinent federal, state, and municipal laws and regulations.
- Ordinances, laws, and statutes pertaining to subdivisions, deed transfers, and zoning
- Zoning code enforcement procedures, including legal processes, citations, and fines.
- Land use law and regulations.
- Citizen and business involvement and consensus-building practices, procedures and guideline.
- Federal, state, county and city regulations affecting economic development activities.
- Principles, practices and techniques of public service administration.
- Budget preparation and administration.
- Principles of management, supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations, including personnel practices and procedures.
- Project Management principles, concepts, and practices.
- Labor management agreements.
- Basic English grammar, usage, and spelling.
- Research methods; report preparation techniques.

Skills:

- Strong leadership.
- Strong problem-solving and conflict resolution.
- Excellent oral communications.
- Public speaking.
- Excellent writing skills.
- Excellent attention to detail.
- High level of personal and professional integrity
- A customer service orientation.
- Must be an excellent communicator and team builder.

Ability to:

- Engage with community, establish and maintain effective working relationships with other employees, government officials, business owners and the general public.
- Think strategically in both the short and long term.
- Provide proactive communications.
- Be flexible and adaptable.
- Effectively plan, organize, schedule, and prioritize work assignments and tasks.
- Lead staff and employees to effectively carry out critical change management initiatives.
- Develop and administer departmental goals, objectives, and procedures.
- Analyze and assess programs, policies, and operational needs, and make appropriate adjustments.
- Analyze and resolve unusual and difficult problems.
- Plan, organize, direct, and coordinate the work of lower-level staff.
- Think strategically, identify issues, analyze problems, identify alternative solutions, project consequences of proposed actions.
- Communicate effectively, both orally and in writing.
- Work effectively in a political environment without becoming involved in politics.
- Speak in public to diverse groups.
- Implement large, complex projects.
- Prepare clear and concise reports.
- Interpret, explain, and apply pertinent City, state, and federal laws, regulations, ordinances, policies and procedures.
- Interpret and apply rules of contract compliance.
- Investigate zoning violations, issue fines and citations, and pursue enforcement actions in accordance with City ordinances.
- Demonstrate a commitment to advancing diversity, equity, and inclusion within the department and through its work.
- Maintain confidentiality of City information.

PHYSICAL DEMANDS:

The physical demands described within this job description must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In this position, the employee will frequently stand, walk and sit. The employee will frequently write. Speaking and listening are constant essential functions of this position. This position will occasionally require the employee to drive a personal and company owned vehicle. This position will occasionally require hours of work outside the normal work week and occasionally on weekends.

WORK ENVIRONMENT:

The work environment described within this job description will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will work indoors frequently, and occasional travel to various worksites will be required. The noise level in the work environment is usually low.

REQUIRED EDUCATION, EXPERIENCE, AND CERTIFICATIONS:

- Graduation from an accredited college or university with a degree in Urban Planning, Public Administration, or a related field.
- Five (5) years of experience in the field of planning and code enforcement activities, of which two (2) years must have been in the supervision of planning activities as well as supervision of planning staff.
- Must possess a valid driver's license and have an acceptable driving record. Must meet and maintain qualifications for driving at all times and as a continued condition of employment.

PREFERRED EDUCATION, EXPERIENCE, AND CERTIFICATIONS:

- A master's degree in planning or public administration is preferred, but not required.

NOTE: The Toledo Municipal Code or other regulations may contain specific requirements for the above position assignments.