

Deputy Director of Planning and Community Development, Kanawha County Commission

Under the direction of the Planning Director, the Deputy Director of Planning and Community Development provides management oversight of employees in the Planning Department as well as the policies and regulations of the department. The position will manage planning, infrastructure, demolition, and grant projects. Significant interaction with the public is required and the position requires independent decision-making.

Duties: Performs advanced professional work related to variety of planning assignments, Develops infrastructure (water and sewer) project budgets, verifies contract expenditures and compliance. Assists with the enforcement of the property maintenance ordinance, as well as other county ordinances. Assists with the enforcement of FEMA Floodplain regulations and coordinates, as needed, with FEMA and the State of WV following floods and other emergency events. Manages and assists with the dilapidated structure demolition program. Assists Emergency Management department with long-term post disaster recovery efforts. Advises various County boards, commissions and elected officials on planning-related issues. Applies for and submits Grant Applications for infrastructure projects, including water and sewer projects - Small Cities Block Grants, Army Corps of Engineers Grants, Infrastructure Grants and loan programs. Assigns work to professional and administrative staff and ensures appropriate training is provided. Participates in budget preparation and administration, monitors and controls expenditures for the planning office. Attends substantial number of evening and weekend meetings, including County Commission, Regional Development, Planning Commission and community meetings, public hearings and Saturday county-wide cleanups.

Knowledge: General knowledge of urban planning and development and local government policies and procedures and Floodplain regulations and administrative regulations. **Skills:** Excellent oral and written communication skills, public speaking required. Capable of managing multiple tasks. Ability to supervise other employees. Ability to work both independently and in a team environment. Strong interpersonal skills and the ability to work with the public.

Qualifications: A Master's Degree in a Planning, Public Administration or related field is preferred but not an absolute requirement. A Bachelor's Degree with adequate experience may be accepted in lieu thereof. Supervisory experience is preferred. AICP Certification is preferred. Grant writing experience is a plus.

Salary will be based upon experience and will be determined by the County Commission. The position is eligible to participate in the County's health insurance and benefits plan. Kanawha County is an equal opportunity employer. Resumes should be submitted to the County Manager at PO Box 3627, Charleston, WV 25336 or to jennifer@kanawha.us no later than 5:00 p.m., June 7th, 2017.