

JOB POSTING



**Taney County Planning and Zoning
Planning Administrator
This position will remain posted until filled**

Salary Range:

Based on Experience

Qualifications

This position level requires a Bachelor's Degree with a minimum of three (3) years related experience or equivalent combination of education and experience.

Required Skills

- Effective and persuasive leadership comfortable with all levels of staff, public and others
- Proven management skills and ability to manage day-to-day operations
- Strong written and oral communication skills, including the editing, oversight or preparation of technical reports, and the presentation of information to government entities and various committees
- Strong interpersonal and public relations skills to work effectively with various officials, staff, citizens and other customers
- Strong organizational skills
- Ability to exercise sound and independent judgment within general policy guidelines
- Ability to understand and manage sensitive or controversial political situations
- Strong problem-solving and negotiation skills

Responsibilities

- Develops department-wide goals, objectives, policies and procedures
- Oversees the department's operations budget
- Provides interpretation of the Taney County Development Guidance Code
- Prepares all departmental staff reports and makes presentation at all required public hearings
- Evaluates planning-related legislation and applicability to department projects
- Manages and updates the Taney County Master Plan
- Maintains and revises the zoning, land use, subdivision, environmental and floodplain regulations
- Serves as liaison between the Planning Commission and Board of Adjustment and the Taney County Commission
- Reviews Land Disturbance and storm water management applications to ensure compliance with County, State and Federal regulations, bond releases and site review.
- Coordinates with other governmental agencies when applicable, such as FEMA/SEMA; EPA, Missouri Department of Natural Resources, US Army Corps of Engineers, Taney County Health Department, State Health Department and Missouri Department of Transportation.

Taney County is a substance free, Equal Employment Opportunity Employer (EEOE). Contact Human Resources at (417)546-7237 for information. Applications can be obtained at the Human Resources Department or online at www.taneycounty.org.