

POSITION DESCRIPTION  
CITY OF TROY

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POSITION TITLE: Planning and Zoning Manager

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REPORTS TO: Development Director  
PAY RANGE:  
DEPARTMENT: Development

FLSA STATUS: Exempt  
CIVIL SERVICE STATUS: Classified  
EMPLOYMENT STATUS: Full-time

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JOB RESPONSIBILITIES

Under general direction, plans, coordinates and performs various administrative activities within the area of the Development Department; acts with delegated authority on pre-determined matters with the approval of the Development Director; supervises zoning inspectors; performs related administrative duties; performs special projects as required. Works in conjunction with Engineering and other departments to implement City planning strategies.

QUALIFICATIONS

Bachelor degree (Masters preferred) in Urban Planning, Public Administration, or related field with a minimum of three years of experience in municipal planning, zoning and code enforcement or equivalent, two or more years of supervisory experience preferred; ability to communicate effectively and apply knowledge and experience to practical work situations.

ESSENTIAL FUNCTIONS

Develop, plan and implement policies and procedures of/or related to planning and zoning matters and evaluate effectiveness.

Manages activities of the Planning function, including staff support to the Planning Commission and Board of Zoning Appeals, administration and enforcement of the City Zoning Code, Subdivision Regulations, and Property Maintenance Ordinances.

Enforce, interpret and maintain City Comprehensive Plan, Zoning Code, Property Maintenance regulations, Subdivision regulations and Sign Code.

Performs related administrative duties; prepares, submits and manages division budget; supervises assigned employees (e.g., schedules, assigns and reviews work, evaluates performance, recommends personnel actions, etc.); trains new and existing staff members.

Develops and recommends community development plans and policies (special projects, new land use legislation, capital improvement legislation, incentive programs).

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Manages effective internal and external communications of all planning and zoning matters.

Maintains effective working relationships with local, state and regional organizations; Troy Development Council, Troy Chamber of Commerce, Activate Troy Partnership (ATP), Troy Main Street, Miami County, Troy City Council, and others as necessary.

Attends and participates in meetings as required (e.g. Planning Commission, Board of Zoning Appeals, City Council, Council Committees, etc.).

**OTHER DUTIES AND RESPONSIBILITIES**

Performs other duties and special projects as assigned.

Performs duties of departmental co-workers as needed.

Attends meetings, seminars, conferences, etc. to maintain and update current knowledge of municipal planning and zoning.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:** Departmental goals and objectives; local and regional government structure and process; management principles and techniques; trends in planning and zoning practice (e.g., local, county, state, and federal).

**Ability to:** Apply management principles and policies to practical work situations; communicate effectively; prepare and maintain accurate documentation; prepare clear, concise reports and presentations; establish and maintain good rapport with associates, officials, developers, news media, citizens and co-workers.

**Skill in:** Microsoft Office, Word, Excel, PowerPoint and G.I.S Database Management. Effective communications, creative problem solving, leadership, organization and detail oversight, maintaining effective collaborative work relations.

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LICENSURE AND/OR CERTIFICATION REQUIREMENTS ~ Ohio Department of Motor Vehicle Operators License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that 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.

While performing the duties of this job, the employee is regularly required to sit, use hands and fingers, handle, or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to stand, walk, climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

EMPLOYMENT GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.