



**City of Milford**  
**Planning Director**  
Pay Grade: G14

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Experience Required:** Considerable progressively responsible related experience, preferably in a local government or any combination of experience and training which provides the required knowledge and skills. Certification and membership in the American Institute of Certified Planners (AICP) is preferred. NIMS (National Incident Management System) ICS-100, ICS-200, ICS-300 training; FEMA IS-700, FEMA IS-800 training is required. Possession and retention of a valid Delaware vehicle operator's license is required; must pass testing for substance abuse and criminal background investigation. Subject to random drug and alcohol testing in accordance with City policy.

**Minimum Education Requirements:** Bachelor's degree in Urban Planning, Architecture, Geography, Public Administration or a closely related field

**Direct Supervisor:** City Manager

**Supervisory Responsibility:** Small group of employees

**Primary Work Location:** Office setting

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**Job Summary:** Responsible for developing and implementing policies and procedures related to planning, development, administration, and implementation of a comprehensive planning program for the City including the City's Comprehensive Plan. Duties include developing short- and long-range goals and objectives, oversight of the building inspection, code enforcement and permitting functions, serving as an advisor on City planning activities, and acting as technical advisor to the City's Planning Commission and the Board of Adjustment. The Planning Director also serves as a member of the City management team.

The Planning Director shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Planning Director shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

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**Supervision Received:** Work is performed under the general supervision of the City Manager.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential duties:

- A. Communicates with the Mayor and City Council, citizen boards and commissions, public forums, City officials, other City employees, business owners, developers, other communities, Milford Public Schools, State and County agencies and the general public in order to effectively inform and advise on development policies, short- and long-range municipal plans, and other aspects of community planning, development, and land use.
- B. Prepares correspondence, detailed analytical documents, staff reports, and technical documents in order to communicate program activities, analyze, describe, and present various planning and/or development related subjects, and recommend alternatives.
- C. Develop and coordinate zoning and subdivision regulations.
- D. Review of construction site plans and subdivision plans for compliance.
- E. Coordination of land development as well as business applications.



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- F. Supervision of inspection and code enforcement staff assigned to the position; prioritizes and assigns work to personnel; resolves procedural and operational work-related problems by coordinating staff meetings and providing appropriate direction to staff.
- G. Implement property and zoning map preparation and updating of overall City mapping.
- H. Coordinate planning activities with internal and external planning partners, other jurisdictions and State.
- I. Provide referral, planning and research assistance for business entrepreneurs.
- J. Respond to requests for information about taxes, utility rates, ordinances, codes, etc.
- K. Conducts research and analyzes data to more effectively implement municipal planning objectives.
- L. Prepares division budget and monitors expenditures.
- M. Prepare grant applications for financial assistance for various City projects.
- N. Update and maintain web-based resources and related content used by development community as well as business/industry.
- O. Oversees the management of record plan sets for buildings and subdivisions.
- P. Works with Public Works for the planning of utilities for future development.
- Q. Works with Economic Development/Community Engagement Administrator on economic development initiatives and strategies.
- R. Performs related work as required.

### **Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:**

An employee in this class must have the following knowledge, skills, and abilities upon application:

#### **Knowledge**

- Theories, principles and practices of urban planning and regulations related to planning
- Principles and practices of public administration (i.e., policies, personnel, and budget administration)
- Modern management techniques, supervisory practices, and evaluation methods; governmental organization and management; and other City departments/divisions, particularly as their operations may relate to those of Planning
- Computers and pertinent mapping applications; effective use electronic and social media

#### **Skills**

- Communication- able to understand written and oral communication.
- Time management
- Decision making

#### **Abilities**

- Establishing and maintaining effective relationships with the business/industry, community, public bodies.
- Coordinate the content of information presented to City Council, advisory boards and civic groups.
- Comprehend community growth patterns, trends in land use, community needs, and other factors in formulating recommendations for promoting sustainable community development.
- Prepare or supervise the drafting of plans, policies, regulations, and programs related to urban planning in keeping with City Council and management directives.



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**Signatures / Date**

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my positions. I would like to have a second review of the job description with my manager and human resources.

City Manager:

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Employee:

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Human Resources Administrator:

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