



**City of Milford**  
**Planning Director**  
Pay Grade: 12

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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:** The Planning Director is responsible for developing and implementing policies and procedures related to the planning, development, administration, and execution of a comprehensive planning program for the City, including the City's Comprehensive Plan. Duties include establishing short- and long-term goals and objectives, overseeing building inspection, code enforcement, and permitting functions, and providing advisory support for City planning activities. The Planning Director acts as a technical advisor to the City's Planning Commission and Board of Adjustment. Additionally, the Planning Director serves as a key 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:

- **Communication & Advisory:** Communicates with the Mayor, City Council, citizen boards, public forums, City officials, business owners, developers, schools, and State and County agencies to advise on development policies, municipal plans, and community planning and land use.
- **Correspondence & Documentation:** Prepares correspondence, analytical documents, staff reports, and technical papers to describe planning activities, analyze development subjects, and recommend alternatives.
- **Zoning & Subdivision Regulation:** Develops and coordinates the administration of zoning and subdivision regulations.
- **Plan Review & Compliance:** Processes and reviews major and minor subdivision, site plan, conditional use, annexation, variance, and other land use applications for compliance with the City Code. Coordinates construction plan reviews with the City Engineer and City Electric Department.
- **Land Development Coordination:** Coordinates land development and business applications.



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- **Staff Supervision & Work Assignment:** Supervises inspection and code enforcement staff, prioritizes, and assigns work, and resolves operational issues through staff meetings and direction.
  - **GIS and Mapping Oversight:** Oversees Geographic Information Systems (GIS) data preparation for parcel mapping, addressing, zoning, municipal boundaries, and other planning-related datasets. Creates maps for Planning Department staff and the general public to support departmental functions.
  - **Entrepreneurial Support:** Provides referral, planning, and research assistance to business entrepreneurs.
  - **Information Requests:** Responds to inquiries regarding taxes, utility rates, ordinances, codes, and related subjects.
  - **Data Research & Analysis:** Monitors and researches trends, studies, statistics, new methodologies and technologies, laws, rules, and City policies to develop and enhance planning and inspection processes. Interprets and monitors codes and ordinances for proper enforcement.
  - **Budget & Expenditure Management:** Prepares the division budget and monitors expenditures.
  - **Grant Administration:** Prepares grant applications for financial assistance on various City projects.
  - **Web Resource Management:** Updates and maintains web-based resources and content for the development community and business sectors.
  - **Utilities Planning:** Collaborates with Public Works to plan utilities for future development.
  - **Economic Development Collaboration:** Works with the Economic Development/Community Engagement Administrator on economic development initiatives and strategies.
  - **Regulatory and Advisory Representation:** Serves as the City's Floodplain Administrator and Downtown Development District Administrator.
  - **Other Duties:** Performs related work as assigned.

**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**

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

**Abilities**

- Establishes and maintains effective relationships with the business/industry, community, and public bodies.
- Coordinates the content of information presented to City Council, advisory boards and civic groups.
- Comprehends community growth patterns, trends in land use, community needs,



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and other factors in formulating recommendations for promoting sustainable community development.

- Prepares or supervises 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 position. 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 Director:

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