

**DIRECTOR COORDINATOR  
GENESSE COUNTY METROPOLITAN PLANNING COMMISSION**

**GENERAL STATEMENT OF DUTIES:** Directs County planning, zoning and economic development activities including the formulation and development of comprehensive plans. Appointed by and serves at the pleasure of the Board of Planning Commissioners.

**STATEMENT OF TASKS:**

Establishes policies for the administration of planning, zoning and economic development;  
Plans and administers training programs for professional staff;  
Develops recommendations for amendments to the zoning regulations;  
Prepares work programs and budgets for the department;  
Consults with citizens, department heads and other officials of municipal, county, State and Federal governments in order to coordinate all phases of planning;  
Delivers addresses before civic groups and planning conferences;  
Inspects residential, commercial and industrial facilities and the general physical layout of the area in order to determine need for development or modification of plans;  
Designs master plans and drafts enabling legislation;  
Attends conferences and planning institutes throughout Michigan and in other adjacent states;  
Administers federal, state and private grant programs;  
Supervises subordinate employees.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive and detailed knowledge of the social-economic implications of planning and economic development;  
Thorough understanding of land-use concepts, population density and annexation problems;  
Ability to direct the preparation of comprehensive area plans and to draft supporting legislation;  
Ability to secure the cooperation of major civic groups and leaders in executing plans;  
Ability to speak effectively and persuasively and to maintain cordial working relationships with other County departments;  
Skill in supervising others;  
Ability to attend work regularly and work under stressful conditions.

**MINIMUM QUALIFICATIONS:**

An acceptable combination of education and experience that would provide knowledge equivalent to completing, at least, a four (4) year college degree program in a related subject. At least five (5) years of experience in a planning office. Experience as a supervisor and professional certification desired.

Established: 7/1/2005

  
Human Resources Director