

MONTOUR COUNTY
Job Description

Job Title: DIRECTOR OF PLANNING
Department: Planning/Zoning
Reports to: Commissioners
Preparation Date: October 2025

SUMMARY: Immediate supervisor of the Planning/Zoning Department employees. Supervises and directs service programs and performs administrative duties to ensure efficient and effective operations, and compliance with Federal, State, and County expectations.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes the following. Other duties may be assigned.

1. Oversee the training and proficiency of staff serving in the department.
2. Prepare and submit department annual budgets for approval by the Commissioners.
3. Administers grants related to Commissioners plan; attend meetings and prepare reports to support compliance with grants
4. Represent the county on the five county Regional Solid Waste authority.
5. Represent the county on the Municipal Planning Organization (MPO).
6. Represent the county as a member of the County Planning Directors Association of Pennsylvania.
7. Review and process subdivision applications for accuracy; confers with architects, developers and building contractors to be sure parcels for development are in accordance with the subdivision ordinance. Inspects and reviews construction activities in the field. Assures compliance with planning code.
8. Conduct monthly County Planning Commission Board meetings; functions as board facilitator and recording secretary; issues meeting notices, minutes, and agendas.
9. Identify and collaborate with professional services the completion and timely updates of the County Comprehensive Plan, County Subdivision and Land Development Ordinance, County Storm Water Ordinance, and County Zoning Ordinance.

EDUCATION AND/OR EXPERIENCE:

A bachelor's degree in Geography/Mapping, Community Development or related field, and three years of comparable experience that involved working directly with Federal, State, or private organization including one year in a supervisory or administrative capacity. Computer experience to include Word and Excel. Any equivalent combination of education and experience will be considered.

WORK ENVIRONMENT:

Work is performed generally in an office environment. May require travel to attend meetings, training, and related events. Occasional weekends and at least one evening per month required.