

**Baldwin County Commission  
invites applications for the position of:**

<b>Deputy Planning &amp; Zoning Director</b>	
Department	Planning & Zoning
Salary	\$70,175.00 - \$114,988.00 Annually
Open Date	01/29/2025
Close Date	02/12/2025



The Deputy Planning and Zoning Director manages the work program and budget for the Planning and Zoning Department, which often include direct involvement in review and presenting cases. This position supporting directing all operations and projects for the department, serves as representative/liaison in place of the Planning and Zoning Director when necessary.

*This position requires driving as an essential function of the position. For Baldwin County driving requirements, please see the following link: [Driver Qualifications](#). Successful applicants must be at least 20 years old, insurable by the County's insurance carrier, pass a criminal and motor vehicle background check and will be subject to a pre-employment drug test and physical.*

### **Essential Job Functions**

1. Oversight of all operational activities related application intake and processing with special emphasis on items coming before the Planning and Zoning Commission.
2. Assist with developing and monitoring department work program.
3. Assist with supervision, direction, and evaluation of department staff. Interview and select new staff as necessary.
4. Train/develop employees as needed in department operations and professional skills.
5. Represent the County to various groups/organizations as needed.
6. Assist with oversight of all departmental activities including land development programs, environmental programs, community development programs and economic development activities.
7. Perform special projects as directed.

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**Education and Experience**

1. Graduate of an accredited college or university with a bachelor's degree in planning or related field. Master's degree preferred.
2. AICP certification is desired.
3. A minimum of four (4) years of progressively responsible experience in the field of planning and zoning.
4. Possess a valid driver's license and be insurable by the County's insurance standards.

**Other Characteristics**

1. All Planning and Zoning Team Members are expected to be very flexible team players. Any Planning and Zoning team member may be required to step in and perform any other work tasks that might normally be handled by other Planning and Zoning team members.
2. Willing to work non-standard hours as necessary.

**Knowledge, Skills, and Abilities**

Due to rapidly changing laws, regulations, technology, etc., Planning and Zoning focuses as much on an individual's ability to learn and apply new knowledge, skills, and abilities as on an individual's existing knowledge, skills, and abilities.

1. Knowledge of management principles.
2. Ability to communicate effectively and to develop productive relationships with elected and appointed officials as well as staff at all levels, media and the general public.
3. Thorough knowledge of the principals and practices of planning and of the legal basis of planning and land development regulation.
4. Knowledge of computers and software related to job (word processing, spreadsheets, GIS).
5. Ability to prepare plans, studies, reports and correspondence.

*Baldwin County Commission and Baldwin County Sheriff's Office does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, disability, citizenship or veteran status in employment. It is the intent of the Baldwin County Commission and Baldwin County Sheriff's Office to guarantee equal opportunity to allow disabled employees a bias-free work environment. Baldwin County Commission and Baldwin County Sheriff's Office, upon request, will provide reasonable accommodation in compliance with the ADA. Recruitment and selection processes will grant equal opportunity for employment to qualified applicants and will not discriminate on the basis of disability. Reasonable accommodation will be provided upon request during the application, testing, and interview process.*

TO APPLY VISIT:

<https://www.governmentjobs.com/careers/baldwincountyal>