

Stone County, Missouri: Job Description: Planning and Zoning Director

ABOUT STONE COUNTY

Stone County, Missouri, located in the scenic Ozarks of southwest Missouri, is home to approximately 32,000 residents and is known for its natural beauty, outdoor recreation, and welcoming rural communities. Anchored by the shores of Table Rock Lake, the county attracts visitors from across the region for boating, fishing, and tourism while maintaining the character and pace of a largely rural landscape. As the county continues to experience steady growth and development interest, Stone County offers a unique opportunity to help guide thoughtful land use decisions that balance economic opportunity, tourism, and preservation of the area's exceptional natural resources and community character.

JOB SUMMARY

The Planning and Zoning Director performs complex administrative and professional work in directing and managing the County's planning, zoning, permitting and building inspections coordination, including land use regulation, development review, code enforcement, and long-range planning. The Director is responsible for day-to-day management of the Planning and Zoning Department, including research, evaluation, and presentation of a wide range of functional areas including present and future land use planning, zoning, building, subdivisions, floodplain, and special projects which may be assigned. The Director will ensure compliance with applicable local ordinances and Missouri Revised Statutes while supporting responsible growth and development within the County.

The position requires significant independent judgment, initiative, and technical expertise to resolve complex planning, zoning, and regulatory issues. The Director regularly interacts with developers, contractors, engineers, attorneys, and the general public to interpret and apply regulations. Work also includes supervising departmental staff, preparing and administering the department budget, and developing long-range planning initiatives that support the County's growth and economic development goals while protecting important agriculture and natural resources.

MANAGEMENT & AUTHORITY

This position regularly directs the work of at least 5 full-time and part-time employees. The Planning and Zoning Director reports directly to the Stone County Commissioners and is evaluated through conferences, reports, and overall effectiveness of departmental operations.

This position has the authority to interview, hire, and make personnel actions for departmental staff, including promotions, disciplinary actions, and termination or other changes in employment status in accordance with County policies and applicable laws.

Ensure that department staff are adequately trained and educated to effectively fulfill their job duties.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Ensures fair and uniform administration of land use controls including zoning, floodplain, County Master Comprehensive Plan, subdivision regulations, and planning and zoning regulations.

2. Professionally represent Stone County and the Planning and Zoning Department in community meetings, civic events, and public forums, providing updates on planning initiatives, policies, and regulatory processes while fostering transparency and public understanding of planning and zoning activities and their importance or relevance to Stone County.
3. Conduct periodic reviews of ordinances to determine if changes should be made.
4. Provides staff support and recommendations for the Planning and Zoning Board and the Board of Adjustments. Reviews site-plan and platting documents prior to recommendations to approve or deny within County guidelines.
5. Works with Environmental Health and the County Engineer for specialized reviews of septic systems.
6. Coordinates with three County Road and Bridge departments, Missouri Department of Transportation, Army Corps of Engineers, Forestry, Stone County Economic Development Director, Stone County Municipality leadership, and the County Counselor.
7. Record and retain minutes for the Board of Adjustment and Planning and Zoning Boards.
8. Prepares and publishes official notices and organizes public hearings, including afterhours meetings and official postings on property sites.
9. Facilitates monthly Planning and Zoning Commission meetings by setting agendas, preparing staff reports, and presenting relevant information.
10. Ensure Planning and Zoning Board and Board of Adjustment members receive their packets and information 2 weeks prior to scheduled board meetings.
11. Manage all zoning office functions including the organization and maintenance of Planning and Zoning office records.
12. Answer questions from the public, realtors, lawyers and surveyors about specific zoning of properties and how the ordinances apply to specific situations. Remain available for meetings and communication with applicants and stakeholders for clear and concise guidance through the processes and procedures of the Planning and Zoning Department.
13. Assist the public in completing applications including zoning permits, Board of Adjustments appeals, rezoning and the filing of subdivision plats. With guidance by a county contracted planning engineer.
14. Review zoning permit applications for conformance with all zoning ordinances.
15. Maintain the official zoning maps, i.e.; computer and paper maps along with updates when changes occur.
16. Administer billing, collection, recording and deposit of all zoning fees and costs.
17. Develops, maintains and controls departmental operating budget.
18. Update official copies of the ordinances administered by the Planning and Zoning office when amended.
19. Must be able to work cooperatively with other department heads including Assessor, County Engineer, Environmental Health Director, GIS, IT, County Attorney, County Surveyor and Auditor.
20. Maintain a positive public image for the Planning and Zoning Board and Board of Adjustment.
21. Create an office environment that maintains a helpful, solution focused staff that assists applicants through the planning and zoning process. High level customer service and applicant support should remain a daily focus of Planning and Zoning Staff.

22. Must be able to physically inspect building sites and subdivisions under construction as well as land considered for development or rezoning.
23. Maintain records and accept letters of Credit and/or Bonds by establishing along with the County Engineer an amount to secure the actual infrastructure improvements for projects including subdivisions' final release.

MINIMUM QUALIFICATIONS

Education and Experience:

A bachelor's degree is desired. A degree in planning, public administration, or related field is preferred, and

Five (5) years of progressive responsible experience in planning, zoning, or land use regulation, including supervisory experience; or

An equivalent combination of education and experience.

Knowledge, Skills, and Abilities

Must have thorough working knowledge of planning and zoning principles, as well as knowledge of legal implications of various land use controls.

Ability to communicate effectively and diplomatically both orally and in writing with Stone County Commissioners, state and federal agencies, private businesses, elected officials, potential developers, County staff, and the public including formal presentations.

Ability to work independently and organize time to meet position demands.

Ability to supervise, train, and evaluate professional, technical, and administrative staff.

Working knowledge of relevant software including ArcGIS Pro, ArcMAP, or other Mapping/Cartography systems, Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams, etc.), and database management systems.

Able to read and understand surveys and legal descriptions.

Ability to analyze issues and develop practical solutions to complex problems. Ability to work with legal counsel and third-party consultants to draft ordinances, and regulations that comply with local and state laws.

Working knowledge of the government processes and services.

Ability to utilize personal computers and technology associated with the maintenance and documentation of land use systems.

REQUIRED LICENSES/CERTIFICATIONS

Must possess a valid Missouri Driver's License.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands, fingers, handle, or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is occasionally exposed to high, precarious places and outside weather conditions. The noise level in the work environment is usually quiet to loud.

The position requires occasional day travel (150 mile radius) and may include occasional overnight stays. The position requires attending occasional evening meetings.

****NOTE: THIS JOB DESCRIPTION IS NOT INTENDED TO BE ALL-INCLUSIVE. EMPLOYEE MAY PERFORM OTHER RELATED DUTIES AS NEGOTIATED TO MEET THE ONGOING NEEDS OF THE ORGANIZATION.****

Stone County reserves the right to revise or update this job description as necessary.

Stone County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities will be provided upon request.

EMPLOYEE BENEFITS

Stone County offers a competitive benefits package including health insurance (100% premium coverage for the employee), \$50,000 life insurance, supplemental cancer insurance, LAGERS pension retirement, and additional benefits.

ANTICIPATED SALARY RANGE

This is a salaried, exempt position under the Fair Labor Standards Act (FLSA). The salary range for the position is \$60,000–\$75,000 annually, depending on qualifications.

HOW TO APPLY

This posting is Open Until Filled. **First date of consideration is May 1, 2026.** To apply, please submit a cover letter and resume to Gordon Weathers, Presiding Commissioner, Gordon.Weathers@Stonecountymo.gov