SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: **Approve the job reclassification, job title change, and job description revision to Planning Manager from Development Services Director effective June 13, 2023 (Staff Recommends Approval).**

REQUESTED ACTION: **Staff Recommends Approval**

Meeting Type: Regular Meeting **DATE OF MEETING:** **6/13/2023**

CONTRACT: ☒ N/A Vendor/Entity:
Effective Date: Termination Date:
Managing Division / Dept: **Employee Services**

BUDGET IMPACT: NA
FUNDING SOURCE: **N/A**
Type: N/A **EXPENDITURE ACCOUNT:** **N/A**

HISTORY/FACTS/ISSUES:

The Development Services Director position became vacant on February 22, 2021. During that time, we have posted the vacancy and contracted with an Executive Search firm.

In order to support the current recruitment efforts and to update the priority requirements of the Planning Services Division, job reclassification, job title change, and job description revisions are incorporated for your consideration. These revisions provide a clearer vision of the position and the requirements needed to be a successful applicant.

The County Administrator will continue to serve as the Development Services Director for the purposes of the Land Development Code until such time as the designated position changes.

Staff recommends approval.

Prepared by: **Rona L Mohrenne** **ProWritingAid Check** ☒