

**MAJOR FUNCTIONS**

This is highly responsible managerial, professional, and technical work directing activities of the Planning Department which may include the Comprehensive Planning, Land Use Planning, or Special Projects. Incumbent may be responsible for directing the preparation of the City and County Special Projects, preparation of the City/County Comprehensive Plan evaluating land development applications, rezonings and Planned Unit Developments and related planning activities. May include coordination of neighborhood outreach efforts and preparing amendments to regulations. The incumbent assigns and directs the work of professional staff. Work is performed with considerable independence under the administrative direction of the Director-City/County Planning. Work is reviewed through conferences, reports and results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Supervises, plans, and directs activities and personnel of the assigned division. Supervises team leaders and employees of both the Long-Range Planning Team and the Urban Design Team. Manages day-to-day administration of the division and coordination of the plan amendment process and environmental planning issues through professional staff. Responds to requests from the City, County and Planning Commissions. Participates in the preparation of the division budget. May conduct site visits. Presents final work product orally or in writing. Develops planning project priorities, timing, and specifications. Attends meetings of the City and County commissions and appointed planning organizations when planning issues are being discussed. May act on behalf of the Director – City/County Planning during his/her absences or at his/her direction. Administers and participates in assigned committees. Acts as a liaison between Planning and governmental commissions, the general public and private and technical staffs. May conduct community outreach, public presentations, and other forms of citizen involvement to support review and development of long-range projects and initiatives. Recommends the selection, transfer, advancement, discipline, grievance resolution and discharge of employees. Conducts performance appraisals and recommends the approval or denial of merit increases. Performs related work as required.

**Other Important Duties**

Engages in community involvement, as it relates to project planning issues. Prepares City and County agenda requests. Attends hearings, seminars, and workshops in order to keep abreast of land use planning issues and requirements. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of modern principles and practices of urban and regional planning. Ability to supervise and direct the work of professional, technical, and clerical staffs. Ability to communicate effectively, both orally and in writing. Ability to present technical information to lay groups and the general public. Ability to establish and maintain effective working relationships as necessitated by work assignments. Skill in the use of personal computers and related programs and applications used in planning and administrative activities.

**Minimum Training and Experience**

Possession of a master's degree in urban and regional planning, architecture, geography, business or public administration, or a related field and four years of professional experience that includes urban, county and/or regional planning; or an equivalent combination of training and experience. One year of the required experience must have been in a supervisory capacity.

Necessary Special Requirement

Must possess a valid Class E State driver's license at time of appointment.

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