

PLANNING MANAGER

CODES/PAY RANGE

Class Code: 4035 EEO Code: A FLSA: E Pay Range: E

MAJOR FUNCTION

Responsible, professional, technical, and administrative work involving all phases of County planning.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Plans, directs, supervises, and serves as technical advisor to subordinate professional planners, technicians, sub-professional and clerical staff.

Establishes and reviews goals and objectives and techniques of execution. Reviews findings and recommendations of staff. Supervises the gathering of information and development of formal planning presentations.

Initiates and implements procedures and techniques of gathering data necessary for comprehensive county planning. Makes recommendations on the establishment, abolition, and consolidation of ordinances, rules and regulations. Assigns time priority of specific projects and sets time limits for completion. Compiles and administers operating budget.

Supervises preparation of various specialized planning programs. Directs the preparation of various studies. Supervises the direction and preparation of the County's Comprehensive Plan, land use maps, and related programs.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of public planning. Knowledge of the recent developments and current literature as they apply to urban planning. Knowledge of modern office practices, procedures, and equipment.

Ability to direct and effectively supervise personnel engaged in public planning. Ability to direct

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and develop a continuous and comprehensive urban planning program. Ability to study, analyze

and present in report form the results of such research. Ability to present programs and ideas clearly and concisely, orally and in writing. Ability to speak to public groups and civic organizations. Ability to exercise sound judgment and tact.

MINIMUM QUALIFICATIONS

Master's degree in Planning or related field, and five (5) years of experience in the field of public planning, including two (2) years of responsible supervisory experience.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Mental Demands: Ability to read and comprehend technical and professional journals and manuals, reports, abstracts, statistical data, legal documents. Ability to perform general mathematical functions. Ability to write comprehensive reports relaying detail, data and information. Ability to speak publicly and extemporaneously. Ability to analyze data and develop conclusions.

Environmental Demands: Generally inside work.

Physical Demands: Sedentary work.

Revised 12/05
Revised 10/97
Replaces 10/94