

MAJOR FUNCTION

This is highly responsible managerial, professional, and technical work directing activities of the Special Projects Division; which can include comprehensive, transportation, and urban design planning, projects for the City and County, and participating in general planning work as required. Incumbent is responsible for directing the preparation of the City and County Special Projects and related planning activities and coordination of neighborhood outreach efforts for the Department. 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 Special Projects Division. Supervises team leaders and employees of both the Long Range Planning Team and the Urban Design Team. Personally directs mid to long-range planning activities. Manages day-to-day administration of the division and coordination of the plan amendment process and environmental planning issues through professional staff. Responds to project requests from the City, County and Planning Commissions. 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. Acts on behalf of the Director-City/County Planning during his/her absence or at his/her direction. Acts as a liaison between Planning and governmental commissions, the general public and private and technical staffs. Conducts community outreach, public presentations, and other forms of citizen involvement to support review and development of long range planning and urban design projects and initiatives. Conducts performance evaluations and recommends approval or denial of merits. Recommends the selection, transfer, advancement, grievance adjustment, discipline and discharge of employees. Conducts performance appraisals and recommends the approval or denial of merit raises. Acts as staff for local planning agency. Prepares and controls division budget. Performs related work as required.

Other Important Duties

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

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the 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.

Necessary Special Requirement

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

Established: 10-28-17