

# DIRECTOR OF PLANNING AND DEVELOPMENT

## DEFINITION

This is advanced professional and managerial work and is performed under the supervision of the County Executive with review by the Zoning and Natural Resources Committee of the County Board. The director will plan, direct and administer the operation, maintenance and development of the County Planning Department and perform related work as required. The work includes planning, organizing, coordinating, assigning and evaluating the work of subordinate professional and clerical support staff. Performs related work as required

## EXAMPLES OF DUTIES

Reports to the County Executive; advises the County Executive and County Board on policies, programs and priorities of the department and coordinates department services with other departments and agencies; compiles and analyzes data and prepares a variety of statistical and other reports; prepares a variety of correspondence, reports, resolutions and plans related to the work; consults with and advises public officials, answers questions from public officials and the general public on services and programs; has responsibility for written and oral replies to questions and complaints; prepares media releases; gives presentations before community groups and other organizations interested in planning; prepares educational and public informational materials, speaks to students and governmental agencies; attends a variety of meetings related to services; negotiates and administers contracts and consults with the Corporation Counsel on legal matters; ensures compliance with state and federal laws, regulations, standards and guidelines; prepares, submits and is responsible for justification of departmental budget items for personnel, equipment, supplies and materials; hires, trains, evaluates and disciplines staff; plans, organizes, coordinates, sets priorities, assigns and evaluates the work of staff engaged in the department's activities; provides counseling and training as needed, develops staff procedures and makes changes and recommendations for improvements as appropriate; establishes and implements operational policies, goals and objectives for the department within guidelines provided by the County Board; and assures departmental operations are carried out according to directives.

## EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to a master's degree in urban development, planning or related field and five years of advanced comprehensive planning or management experience which may include experience in rural and regional development issues, economic development, corporate planning, and program management. Prefer management experience of a staff or team having a range of land use and corporate planning responsibilities and/or with responsibilities for regulating or guiding land use and growth management decisions within traditional and innovative systems.

Knowledges and Abilities: Knowledge of administrative practices and procedures required for the management of a department. Knowledge of the principles of planning and of laws and ordinances affecting land regulation, land use, economic and corporate planning and development. Ability to prepare or supervise the preparation of departmental budgets and to justify budget proposals before higher authorities; ability to review and approve matters that involve the department. Supervisory skill to direct an office with both professional and support staff. Ability to establish and maintain effective relationships with federal, state and local agencies; the business community; civic officials; the general public; county officials and staff.