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| Position Code: 2270 | FLSA Status: Exempt |
| Pay Code: 2 | EEO Category: 1 |

GENERAL DESCRIPTION OF JOB CLASSIFICATION

The purpose of the job classification (class) is to supervise staff and direct and manage the daily activities of the Planning Department in compliance with all applicable guidelines, regulations, laws, and policies. The job class is responsible for staff supervision, training, oversight of Current Planning, Comprehensive Planning, and Administrative Divisions, policy and procedures, budget, serving as project manager for assigned projects, and reporting. The job class researches and formulates long range goals for the organization; develops policy and position papers and works with City management and/or elected officials.

TYPICAL TASKS

- Acts as project manager for studies, plans, and revisions to the Zoning Ordinance and Subdivision Ordinance, which includes data collection, task force coordination, report writing, and recommendations to and presentations before the Planning Commission and City Council.
- Provides policy guidance and direction for review applications, including meeting with developers, advising Planners, reviewing staff reports, and addressing inquiries by City Council Members and the City Manager.
- Provides policy and guidance regarding all long-range planning projects, including development of work programs, citizen input components, assisting in the preparation of reports, advising comprehensive Planners, reviewing reports, and answering inquiries by City Council Members and the City Manager.
- Provides policy guidance and direction regarding Planning Department personnel, including recruitment of staff, employee morale issues, and disciplinary matters.
- Develops and maintains Planning Department Internal Policy Manual; makes recommendations for improvement of the Department's efficiency and effectiveness.
- Assumes responsibility of the Department in the absence of the Planning Director.
- Assists with preparation of the Planning Department's annual operating budget, including preparation of the supplemental budget, performance measures, and Planning Commission budget; identifies goals of the Department for the upcoming budget year.
- Provides assistance to the City's legislative liaison regarding pending legislation and planning issues being discussed at the state government level.
- Responds to City Manager complaints regarding planning issues.
- Attends or conducts staff, committee, task force, and other professional meetings to exchange information.
- Performs other related duties as assigned.

GENERAL STANDARDS

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| Data Involvement | Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions. |
| Interpersonal/People Involvement | Performs supervisory work involving policy and guidelines, solving both people and work-related issues. |
| Reasoning Requirements | Establishes policy for the revision of the Zoning Ordinance and Subdivision Ordinance. |
| Mathematical Requirements | Uses mathematics involving the practical application of fractions, percentages, ratios, proportions or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities, descriptive statistics, deductive geometry, plane and solid, and rectangular coordinates, or mathematical classifications or schemes. |

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| Language Requirements | Reads scientific and technical journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects; writes complex articles and reports; develops presentations for sophisticated audiences. |
| Mental Requirements | Performs advanced professional level work in the analysis or interpretation of methods of an engineering, legal, or management nature and formulates recommendations on the basis of such analysis; applies creativity and resourcefulness in the analysis and solution of complex problems; requires sustained, intense concentration for accurate results or continuous exposure to unusual pressure. |
| Decisions/Supervisory Control | Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices. |

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

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| Vocational/Educational Requirement | Requires a bachelor's degree in urban planning or a closely related field. Master's Degree in Planning, Public Policy, Public Administration, Urban Affairs, or closely related field preferred. |
| Experience | In addition to satisfying the vocational/education standards, this job class requires a minimum of four years of full-time equivalent experience, to include a minimum of two years in a supervisory role. |
| Special Certifications and Licenses | Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. AICP certification preferred. |
| Special Requirements | Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties. |

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.