

Position Code: 2245	FLSA Status: Exempt
Pay Code: 2	EEO Category: 1

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise, manage, and coordinate all operations of assigned planning division. The class is responsible for serving as planning and managing related activities, supervising subordinate staff, coordinating the development of planning agendas and packages, preparing long-range goals, and developing various studies and projects. The class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences.

TYPICAL TASKS

- Plans and manages all operations and activities of assigned planning division for the development of plans, studies, projects, applications, and recommendations.
- Researches available resources in order to develop long-range goals, ensure compliance with regulations, and make recommendations.
- Oversees and performs the analysis of data to summarize and report information, derive conclusions, and develop projections.
- Reviews and prepares reports, budgets, correspondence, site plans, subdivision data, and other documentation to provide planning support for specific projects or assignments.
- Coordinates, supervises, and evaluates the planning and technical activities of subordinate staff.
- Assists staff, other departments, and the general public with planning tasks, inquiries, or concerns.
- Attends or conducts staff meetings to exchange information; attends in-service training and classes, seminars, or conferences to improve professional skills.
- Performs related tasks as necessary such as participating on committees and representing the City in various regional, state, and federal forums.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.
Interpersonal/People Involvement	Mentors others by advising, counseling, or guiding them regarding problems that may be resolved by legal, scientific, administrative, or professional principles.
Reasoning Requirements	Performs work involving the application of principles of logical thinking and scientific, legal, administrative, professional, or other practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and 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; mathematical classifications or schemes; may use financial and economic models.
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	Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a professional, engineering, fiscal, legal, managerial, or scientific nature and formulates important recommendations or makes technical decisions that have an organization wide impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.
Decisions/Supervisory	Makes decisions as the entire focus of the job, affecting entire organization and

Control

surrounding population; develops long range goals, plans and methodologies.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement

Requires a bachelor's degree in planning or a closely related field.

Experience

In addition to satisfying the vocational/education standards, this class requires a minimum of four years of full-time equivalent experience.

Special Certifications and Licenses

None required.

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.