

Position Code: 2290	FLSA Status: Exempt
Pay Code: 2	EEO Category: 1

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff and oversee the City’s Planning Department. The class is responsible for supervising staff, establishing long range plans, developing policy and procedures, managing planning activities and events, preparing budgets, evaluating, documenting and reporting on events and activities to senior management and elected or appointed officials. The class researches and formulates long range goals for the organization; develops policy and position papers and negotiates with chief administrative officer and/or elected officials.

TYPICAL TASKS

- Supervises staff including establishing staffing standards, organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Develops goals, objectives, policy and procedures for City planning activities and programs in consultation with elected or appointed officials, senior management, department heads, and department staff.
- Articulates policies and procedures to all department levels and evaluates to ensure compliance and identify deficiencies.
- Monitors and researches trends, studies, statistics, new methodology and technology, laws, rules, and City policy to develop and enhance City planning processes and activities.
- Directs planning activities including developing comprehensive and multiyear plans, coordinating local and regional planning, drafting planning ordinances or resolutions, monitoring federal or state laws and programs to coordinate functional or special planning, and other management functions to foster planned and coordinated growth and development.
- Advises and consult with elected and appointed officials, commissions, department heads, staff agencies, developers, civic or private groups, individuals, and others on problems, strategies, policies, and procedures related to planning.
- Represents the City on regional and local boards or committees and at meetings involved in planning related issues; makes planning presentations to elected or appointed officials, department heads and staff, and other public or private agencies or groups.
- Oversees administrative matters such as developing and defending department budgets, administering expenditures, conducting special studies, managing correspondence and records, preparing routine or special reports, administering training, providing for staff technical or professional growth, and other administrative duties.
- 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

Data Involvement	Develops new approaches or methodologies to solve problems not previously encountered by analyzing, synthesizing, or evaluating data or information using unconventional or untried methods.
Interpersonal/People Involvement	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs work involving the application of principles of logical thinking and administrative, professional, managerial, financial and planning 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, algebraic solutions of equations and inequalities, descriptive and inferential statistics, and mathematical classifications or schemes.
Language Requirements	Reads professional 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, fiscal, legal, or managerial 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 Control	Makes decisions as the entire focus of the job, affecting entire organization and surrounding population; develops long range goals, plans and methodologies.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a bachelor's degree in urban planning or a closely related field. Master's degree preferred.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of six years of full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.

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.