

<b>Job Class Code: 2243</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to coordinate and oversee all operations of assigned planning discipline. The class is responsible for serving as planning and overseeing related activities, analyzing data, preparing reports and other documentation, supervising subordinate staff, maintaining charts and files, and assisting with planning inquiries. 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 coordinates all operations and activities of assigned planning discipline for the development of plans, studies, projects, and applications.
- Researches available resources in order to develop 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.
- Prepares reports, correspondence, and other documentation to provide planning support for specific projects or assignments.
- Coordinates and may supervise the planning and technical activities of project team or staff.
- Reviews, approves, and maintains charts, files, site plans, subdivision data, and/or related planning documents.
- 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**

<b>Data Involvement</b>	Plans, or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
<b>Interpersonal/People Involvement</b>	Directs or commands others by issuing orders and instructions.
<b>Reasoning Requirements</b>	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.
<b>Mathematical Requirements</b>	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.
<b>Language Requirements</b>	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.

<b>Mental Requirements</b>	Performs advanced professional level work in the analysis or interpretation of methods of a scientific, engineering, or legal 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.
<b>Decisions/Supervisory Control</b>	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires liberal arts master's degree in planning or closely related field. Bachelor's degree with three years progressively responsible experience may be considered in lieu of a master's degree.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of three years of full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Depending on operational needs, may require a valid driver's license and a driving record in compliance with the City's Driving Standards.
<b>Special Requirements</b>	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.

**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.*