

CITY OF COLLEGE PARK, MARYLAND

CLASS SPECIFICATION

CLASS TITLE: DIRECTOR OF PLANNING

FLSA Status: Exempt

GENERAL CLASS DESCRIPTION: Positions in this classification manage the City's planning, zoning, and community and economic development programs and activities. Work involves proposing planning and development programs, preparing and monitoring program budgets; and planning, assigning and reviewing the work of subordinate staff. Performs work under the direction of the City Manager. Serves as acting City Manager when assigned.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical for this classification. Not all the listed duties may be required and other duties may be required or assigned.

- Establishes an operating plan and department budget for the Planning Department based on Council policies, identified issues and needs, and available resources.
- Proposes planning and economic development programs and projects to meet the needs of City residents and businesses. Develops project schedules, program guidelines and procedures for planning and economic development activities.
- Schedules, assigns, reviews and evaluates the work of staff engaged in professional planning and economic development duties and staff engaged in providing administrative support.
- Prepares and administers grant applications and projects; prepares and submits reports of actions and activities; and ensures compliance with relevant requirements and regulations.
- Prepares and presents reports to the Mayor and Council, and other government, board and community officials.
- Makes recommendation on planning and land use issues in the City such as zoning applications and development proposals.
- Serves as staff liaison to City boards and commissions. Coordinates activities with other City, local and community organizations/agencies. Represents the City's position to Boards and commissions.
- Prepares City plans and participates in the development and modification of County and State plans as appropriate.
- Solicits consultant services and directs the work of consultants hired.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.

Technical Knowledge:

- Thorough knowledge of the principles, practices, and methodologies of urban planning and economic development.
- Thorough knowledge of City, State and Federal programs related to economic development.

DIRECTOR OF PLANNING

- Considerable knowledge of City business conditions, socio-economic issues, and related trends and needs.
- General knowledge of marketing, promotion and business financing principles; of the principles and procedures of grant administration; and of roles and relationships of City, State and Federal agencies, boards and commissions with regard to planning and economic development programs.
- General knowledge of the principles of supervision and of program planning and administration.

Physical Requirements:

- Ability to operate a variety of office equipment including personal computers.

Language Ability & Interpersonal Communications:

- Ability to develop effective working relationships with City, County, State, and federal officials regarding department plans, programs and activities.
- Ability to read, analyze and interpret regulations, policies, technical documents, and plans for application to Department planning programs.
- Ability to prepare, review and/or present reports, materials and analyses of planning and economic development information.
- Ability to plan, supervise and evaluate the work of subordinate staff.

Environmental Adaptability

- Work is typically performed in an office environment.

ACCEPTABLE TRAINING AND EXPERIENCE

Requires a Master's degree in urban planning or a related field with 6- 9 years of progressively responsible experience reviewing, analyzing, developing and reporting on planning, economic development, zoning and community development projects and programs; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

College Park is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.