

## PLANNING DIVISION MANAGER

Job Code	Pay Grade
06168	SM3b

### Nature of Work

This is highly responsible professional, administrative and supervisory work either managing a division of the Pinellas County Planning Department, or a section of the Pinellas Planning Council. Work involves responsibility for development, promotion, coordination, implementation, and monitoring of the Comprehensive Plan, Transportation Plan, or Local Planning Assistance; includes working with federal, state, regional, and local agencies, and the public, to exchange beneficial information, and discourse on agency plans and policies. An employee in this class may supervise a staff of professional and technical personnel engaged in population and economic estimation analysis and projection plans, transportation planning services, street and highway construction, park, recreational and cultural facilities. Duties may also include program development, budget monitoring, contract negotiation and monitoring, and servicing contracted, professional planning projects. Work requires a high degree of independent judgment and initiative. The incumbent reports to the Bureau Director.

### Minimum Qualification Requirements

- 10 years of professional experience in urban or regional planning that includes 1 year of supervision or supervisory training; or
- Associate's degree in urban and/or regional planning, public administration or related field and 8 years experience as described above; or
- Bachelor's degree and 6 years experience as described above; or
- Master's degree and 4 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Possession, maintenance, and/or ability to possess and maintain appropriate professional certifications and designations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Directs General Planning Division staff activities responsible for development and updating the Board of County Commissioners (BCC) Comprehensive Plan, based on provisions and criteria established in Florida's Growth Management Act and Administrative Code.
- Directs Transportation Planning Division staff activities responsible for development, maintenance and implementation of transportation elements of the Comprehensive Plan, and support of various review committees of the Metropolitan Planning Organization (MPO).
- Serves as Staff Administrator for Pinellas County Local Planning Agency (LPA), coordinating agency functions specified in Florida Statutes, Chapter 163, Part II.
- Liaison between Pinellas County MPO and statewide Metropolitan Planning Organization Advisory Council (MPOAC), serves on state directors board, participates in development and implementation of MPOAC Strategic Plan, and reporting state and national level activities to the local MPO membership.
- Reviews proposed modifications to statutory and administrative code requirements of the State's Growth Management Program, Water Resource Management Program, Coastal Management, and other federal, state and regional programs, to determine their impact on Pinellas County planning efforts, and develop recommendations as necessary.

## PLANNING DIVISION MANAGER (continued)

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### Illustrative Tasks (continued)

- Monitors staff activities to ensure accomplishment of mandated MPO planning responsibilities, including development and maintenance of the Long Range Plan, Transportation Improvement and Unified Planning Work programs, and Congestion Management System.
- Serves as spokesperson with private citizens and government officials, in regard to activities of the BCC, Planning Department, or Pinellas Planning Council.
- Develops and administers individual agreements to provide local planning assistance; monitors project budget and accounting.
- Supervises the work product, attends public meetings, and ensures legal prerequisites are met for plan adoption/amendment.
- Liaison with local elected and career management officials on local planning assistance matters.
- Reports to Pinellas Planning Council and Board of County Commissioners in their capacity as the County-wide Planning Authority.
- Acts on behalf of the director in his absence.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of principles and procedures of government's role in municipal, county and regional planning.
- Knowledge of federal, state and regional rules and regulations related to municipal planning.
- Knowledge of the Florida Growth Management Act and rules governing its administration.
- Skill in collection and analysis of planning data, technical, regulatory and legal documents, and ability to exercise sound judgment in decision making, preparation of reports and studies based on findings, to support committees, boards, and staff actions and recommendations.
- Ability to apply computer applications and software.
- Ability to administer a diverse, multi-faceted planning process and programs tailored to the needs of local governments.
- Ability to effectively communicate technical information, orally and in writing, in a manner understandable to a variety of audiences.
- Ability to operate a personal computer and other automated systems to enter and retrieve information, monitor work performed, and to communicate information in reports, etc.
- Ability to train, supervise, and evaluate the work of subordinate personnel; establish and maintain an effective working relationship with staff, superiors, other county departments, community officials, the media, citizens, state and federal officials.

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Revised	EEOC Code	Overtime Code
10/09	Officials & Managers	Exempt