

DIRECTOR, PLANNING

Job Code	Pay Grade
06199	SM2a

Nature of Work

This is highly responsible administrative, technical, and management work directing the planning and community development operations of the Planning Department. Work involves responsibility for the leadership, organization, direction, and coordination of the day-to-day operations of the department, including responsibility for the County's Comprehensive Plan and for; resource allocation, budget and personnel. Work requires collaboration with the Assistant County Administrator (ACA), as well as other leadership staff to resolve complex planning and development issues and to implement the County's mission and strategic plan. The incumbent utilizes considerable independent judgment and initiative to govern in a manner that ensures compliance with the highest industry standards as required by state and federal regulatory agencies. This position reports to an Assistant County Administrator.

Minimum Qualification Requirements

- 10 years professional experience in Urban and/or Regional Planning, Public or Business Administration, Community Development, Finance, Real Estate Development, Economic Development or related field that includes 5 years of responsible management or supervisory experience; or
- Bachelor's degree in urban and/or regional planning, public or business administration, urban studies, behavioral sciences, or related field and 6 years experience as described above; or
- Master's degree in urban and/or regional planning, public or business administration or related field 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.
- Possession, maintenance, and/or ability to possess and maintain appropriate professional certifications and designations, such as, but not limited to AICP, AIA, CNU, etc.
- Membership with professional urban and regional planning organizations or community development organizations, such as, but not limited to, APA, ULI, CNU, NACCED, etc.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.

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

- Directs professional, technical and clerical personnel engaged in the daily operations of the Planning Department.
- Collaborates with organizations such as the Tampa Bay Regional Planning Council (TBRPC), the Pinellas Planning Council (PPC), and the Metropolitan Planning Organization (MPO) on issues of regional and countywide significance such as the Comprehensive Plan, the Countywide Plan, the Long Range Transportation Plan, etc.
- Directs the preparation and management of the budget of the department.
- Provides direction for the County's Community Redevelopment Area (CRA) programs.
- Directs the functions of Community Development programs, which includes planning and coordinating all grant funded programs for housing and neighborhood enhancement, in order to ensure their compliance with applicable regulations and requirements.
- Provides staff support for the Local Planning Agency (LPA) and the Board of County Commissioners, as well as the Countywide Planning Authority, in planning, zoning, site plan and land development programs.

DIRECTOR, PLANNING (continued)

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Illustrative Tasks (continued)

- Coordinates with the Pinellas Planning Council (PPC) and the Metropolitan Planning Organization (MPO) in land use and transportation planning programs, with the specific responsibility of keeping the policy functions of one agency from conflicting with another.
- Manages staff support for the Local Planning Agency, the Board of Adjustment, and the Historic Preservation Board, and provides direct support to these boards as needed.
- Initiates and implements procedures and techniques of gathering data necessary for comprehensive county planning.
- Makes recommendations to the County Administrator on the establishment, abolition and consolidation of ordinances, rules and regulations.
- Formulates long-range and short-range goals, with consideration of county goals and objectives.
- Liaison with local municipal governments in association with a total County direction.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of management and leadership.
- Knowledge of federal and state rules and regulations relating to planning and community development.
- Knowledge of the principles and accepted practices of urban and regional planning, zoning and community development.
- Knowledge of data collection and analysis methods and the preparation of planning reports and studies.
- Knowledge of fiscal and budgetary principles; in order to differentiate between operating and capital fund budget requirements and administration.
- Skill in public speaking, to make effective presentations to a variety of audiences.
- Knowledge of the principles and practices of historic preservation.
- Ability to apply interpersonal skills and emotional intelligence in a manner that reflects the County's values.
- Ability to direct and develop a continuous and comprehensive urban planning program.
- Ability to meet and deal tactfully and effectively with the general public.
- Ability to express oneself clearly, in writing and orally.
- Ability to select, lead, motivate, and evaluate work of professional, technical, and administrative personnel.
- Ability to present programs and ideas clearly and concisely, orally and in writing.
- Ability to interpret related legislation, rules and regulations.
- Ability to establish and maintain an effective working relationship with subordinates, superiors, other county departments, community officials, citizens, state and federal officials.
- Ability to initiate both research and physical planning techniques in county and regional planning.

For official use only

Revised	EEOC Code	Overtime Code
3/16	Officials & Managers	Exempt