Executive Director, Planning Council

Category: Exempt
Pay Grade: E40
Job Code: 14621

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY
Performs administrative, professional, technical, and supervisory work directing the functions of the Pinellas Planning Council (PPC). Work involves the responsibility for development and allocation of resources, planning for the development of the organization and ensuring the accomplishment of the PPC’s vision and mission. This position is also responsible for the administration of the contract with the Metropolitan Planning Organization (MPO) and serves as the Executive Director of the Metropolitan Planning Organization. In this role, the position performs the duties and responsibilities outlined above for the MPO and the MPO Board (same members as the PPC Board). Together, the PPC and MPO serve to plan and guide countywide transportation and land use decision-making for Pinellas County and all 24 municipalities within the county, with the MPO also serving as a partner in the planning and development of the regional transportation system throughout the Tampa Bay area. The Executive Director reports to the PPC/MPO governing board, comprised of 13 elected officials representing Pinellas County’s local governments and designated public transportation agency, consistent with federal and state laws governing the MPO’s apportionment plan.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)
- Approves and executes contracts, documents, and instruments, subject to procurement procedures, which in some cases, may require board approval;
- Provides training and oversight of staff, including hiring, assigning work, evaluating performance, coaching, and administering discipline;
- Acts as the primary contact with the staff and elected officials of constituent jurisdictions and other planning agencies and report pertinent information to the unified PPC Board;
- Creates and maintains department filing system;
- Compiles, calculates, and maintains department payroll records;
- Strategic planning;
- Meets with elected officials and/or senior government staff;
- Reviews and signs checks, contracts, inter-local agreements, procurement and work authorizations;
- Facilitates public workshops or local government coordination meetings (within Pinellas County);
- Prepares for and participates in Appointing Authority meetings;
- Regional transportation coordination activities (within Tampa Bay region);
- Participates in Statewide MPO meetings and related research or best practices case studies;
- Directs and participates in the development and administration of the departmental budget; prepares reports and recommendations concerning budgetary and staffing requirements;
- Corresponds with elected officials, government agencies, citizens and the business community;
- Performs other related job duties as assigned.
QUALIFICATIONS

Education and Experience:
Master’s degree in related field required and ten (10) years of experience. Certification from the American Institute of Certified Planners (AICP) is preferred.

Special Qualifications (May be required depending on area of assignment):
- 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.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:
- Knowledge of long range goals for the organization;
- Ability to design processes, allocate resources, and report to elected officials or the public;
- Knowledge of modern office terminology, procedures and equipment and of business arithmetic and English;
- Knowledge of the activities of the Finance Department to successfully serve customers in routine and moderately complex situations;
- Skill in proficient use of basic word processing and spreadsheet applications and the Internet;
- Ability to get along well with others;
- Ability to govern in a way that aligns with the County’s strategic vision and mission;
- Ability to provide knowledgeable and courteous customer service in difficult situations.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Additionally, the following physical abilities are required:
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires me to be sensitive to change and responsive to changing goals, priorities, and needs.