

MAJOR FUNCTION

This is responsible administrative and professional work in managing the Tallahassee-Leon County Planning Division. Incumbent is responsible for planning, managing, supervising, and coordinating activities and personnel of the Tallahassee-Leon County Program of Planning and managing the operating budget. Work is performed in accordance with broad directives from City and County Commissions. The incumbent is under the administrative direction of the Director of City/County Planning. The incumbent must exercise considerable independent judgment. Work is reviewed through conferences and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Supervises, plans, and directs activities and personnel of the planning department divisions in coordination with the Director of City/County Planning. Sets priorities for administration and activities of clerical personnel and professional staff. Recommends and responds to priorities set by the City and County Commissions for long-range and current planning to ensure that planning activities comply with state and federal laws. Attends meetings of the City Commission, County Commission, MPO, and Planning Commission to provide staff support and direction. Acts on behalf of the Director of City/County Planning during his/her absence or at his/her direction. Acts as a liaison between City, County, and intergovernmental departments, the public, and technical staff as needed to meet established priorities. Meets with staff from other departments to evaluate and recommend policy (e.g., target issues, major projects). Provides policy direction and oversight to staff through review and approval of agenda material. Represents the department as the Director's designee of various committees (Site Plan Review Committee, Architectural Review Board, Downtown Improvement Authority). Meets with applicants or other affected parties on development proposals or other department projects and responds to Commissions' requests on same. Develops quality and productivity improvement capabilities to improve services and effectiveness. Assists the director to plan and supervise departmental budget and work programs. Directs and supervises special projects and studies. Advises employees on the more difficult aspects of their work. Coordinates Planning Department activities with the activities of other City and County departments and independent and public agencies. Hires, transfers, promotes, adjusts grievances, disciplines, and dismisses employees as designated by the director. Conducts performance evaluations and approves or disapproves merit increases. Performs related work as required.

Other Important Duties

Attends various meetings; represents City and County in meetings with public and private groups. Attends hearings, seminars, and workshops to keep abreast of planning issues and requirements. Prepares City and County agenda requests as needed. Resolves personnel problems and conflicts. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the organizational characteristics, services, and activities of a comprehensive city/county planning program. Thorough knowledge of budget preparation and control. Thorough knowledge of management practices as applied to the analysis and evaluation of programs, policies, and operational needs. Thorough knowledge of the principles, methods, practices, and theories of urban and rural planning. Thorough knowledge of laws and ordinances, regulations and statutes that govern the urban planning function. Considerable knowledge of the principles of supervision, training and performance evaluation. Ability to supervise professional, technical, and clerical employees. Ability to present technical information clearly and concisely to lay groups and the public, both orally and in writing. Ability to establish and maintain effective working relationships with other employees,

City and County officials and the public. Ability to administer and participate in complex planning studies and to analyze information and formulate substantive recommendations based on such studies. Ability to supervise and perform technical research. Demonstrates interpersonal facilitation and communication skills. Skilled in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a master's degree in public administration, urban and regional planning, business administration, or a related field and five years of professional and administrative experience that includes urban, county and/or regional planning; or an equivalent combination of training and experience.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

Established: 08-13-11

Revised: 03-19-16

01-01-20

05-04-23