

CLASS SPECIFICATION FOR
Assistant Director of Planning

GENERAL STATEMENT OF DUTIES: Assists the Director of Planning in planning activities, including the formulation and development of comprehensive plans; acts as Director of Planning in incumbent's absence; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible professional planning position demonstrating extensive knowledge of the physical, social and economic implications of local planning activities and the ability to assist in integrating diverse planning projects with the overall objectives of the County. The work is performed under guidelines established by the Director of Planning. Supervision is exercised over subordinate planners, inspectors, and technical and clerical personnel.

EXAMPLES OF WORK (illustrative only):

- Participates in planning and supervising the activities of the Planning Office;
- Participates in the coordination of all planning activities with citizens, attorneys, engineers, agency heads, and other officials of municipal, County, regional, State and federal governments;
- Prepares outlines for planning studies, inventories, development of planning concepts and implementation of plans;
- Coordinates preliminary fiscal plan/budget for the Planning Office;
- Suggests and prepares drafts of State legislation;
- Makes public presentations and works at policy level with other government officials;
- Serves as Acting Secretary for the Planning Commission and Board of Zoning Appeals in the absence of the Director;
- Serves as acting head of the Planning Office in Director's absence;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of the socioeconomic implications of planning; thorough understanding of land use concepts, population density; ability to direct the preparation of comprehensive area plans and to draft supporting legislation; ability to secure the cooperation of major civic groups and leaders in executing plans; ability to speak effectively and persuasively and to maintain cordial working relationships with other County departments; skill in leading and supervising others.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a master's degree in urban planning or a related field, and five (5) years of professional planning experience, including one (1) year in a supervisory capacity; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.