



CLASS SPECIFICATION FOR  
**Director of Planning**

**GENERAL STATEMENT OF DUTIES:** Directs the activities of the County Planning Office, including the formulation and development of comprehensive plans; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is a high-level professional planning and administrative position, demonstrating comprehensive knowledge of the physical, social and economic implications of local planning activities and the ability to integrate diverse planning projects with the overall objectives of the County. The work is performed under the policy direction of the Deputy County Manager for Community Development. General supervision is exercised over all planning staff and activities.

**EXAMPLES OF WORK** (illustrative only):

- Plans and supervises activities of the planning and zoning office;
- Oversees and takes the lead in the conduct of basic studies and inventories, development of planning concepts, preparation of plans and implementation of plans;
- Consults with citizens, agency heads, and other officials of municipal, County, regional, State and federal governments in order to coordinate all phases of planning;
- Delivers addresses before civic groups and planning conferences;
- Supervises the inspection of residential, commercial and industrial facilities and the general physical layout of the area in order to determine need for development or modification of plans;
- Designs master plans and drafts enabling legislation;
- Attends State, regional and national conferences and planning institutes;
- Serves as professional staff advisor to County Manager, Board of Supervisors, Planning Commission and Board of Zoning Appeals on matters related to planning, zoning, and development;
- Directs the preparation and administration of the budget for the Planning Office;
- Serves as Secretary of the Planning Commission;
- Serves as Secretary of the Board of Zoning Appeals;
- Serves as a voting member of regional planning organizations;
- Performs related work as directed.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Comprehensive knowledge of the social and economic implications of planning; thorough understanding of land use concepts, population density and annexation problems; 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 supervising others.

**MINIMUM EDUCATION AND EXPERIENCE:** Possession of a master's degree in urban planning or related field and eight (8) years of progressively responsible professional planning experience, including two (2) years in a supervisory capacity; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.