

ASSISTANT PLANNING DIRECTOR

GENERAL STATEMENT OF DUTIES: Plans, organizes and directs the planning staff in various planning activities and projects; supervises professional and clerical staff; works under general supervision; performs related duties as required.

STATEMENT OF TASKS:

Plans and administers various planning activities and projects as directed;
Plans, organizes and directs the planning staff in connection with master plan studies, proposed subdivisions, zoning changes, use permits and layout plans;
Analyzes research data and prepares reports;
Exercises considerable judgment in technical planning matters;
Supervises clerical, professional and supervisory staff;
Develops policies and reviews implementation by the Planning staff;
Reviews reports and work assignments by departmental personnel;
Directs Community Development, Economic Development, Transportation Planning and Solid Waste Disposal staff and programs;
Reviews financial records and budgets;
Recommends policies for the administration of planning and zoning functions;
Interviews applicants for vacancies and assists in the hiring decision;
Trains and evaluates subordinates and advises and assists them in more difficult aspects of the work;
Confers with the public on matters concerning planning which involves public presentations and individual conferences;
Represents the Planning Director in his/her absence.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the laws and regulations related to planning;
Thorough knowledge of the principles and practice of planning;
Knowledge and operation of computers and the application within the planning function;
Knowledge of land use policy, methodology and changes;
Knowledge of transportation and housing systems in general;
Ability to perform technical research work and to give reliable advice on difficult planning projects;
Ability to establish and maintain effective working relationships with subordinates, other agencies and the public;
Ability to supervise clerical, professional and supervisory staff;
Ability to attend work regularly and work under stressful conditions.

ASSISTANT PLANNING DIRECTOR

Page 2

MINIMUM QUALIFICATIONS:

Bachelor's degree in Planning, Community Development, Urban Studies, Resource Development, or related field AND six (6) years of professional planning experience in a planning office. A Master's degree in the above areas may be substituted for one year of experience;

OR

Bachelor's degree in public administration, Landscape Architecture, Architecture or Geography and seven (7) years of professional planning experience in a planning office. A Master's degree in the above areas may be substituted for one year of experience;

OR

One (1) year of experience as a Principal Planner for the Genesee County Planning Commission.

Established: 1968
Revised: August 8, 1990
December 2, 2004


Human Resources Director