



ASSISTANT PLANNING/ECONOMIC DEVELOPMENT DIRECTOR

DEPARTMENT: Planning and Economic Development

Grade 52

GENERAL DEFINITION OF WORK:

Under the administrative direction of the Director of Planning and Economic Development Department, the Assistant Director performs advanced professional work related to a variety of professional planning and development assignments within the Department. The employee performs highly responsible work of a complex nature which involves exercising independent judgment and initiative. Acts as department head in the absence of Director.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Meets with the public and represents the Department at public meetings and other meetings where development related matters are discussed.
2. Educates the general public on City, County and State planning, zoning, development regulations, rules and statutes.
3. Acts as staff liaison to various with community advisory boards including, but not limited to, the Affordable Housing Advisory Committee, Environmental Advisory Board, and Planning and Zoning Board.
4. Attends City Commission meetings as necessary.
5. Reviews and processes complex development applications and related comprehensive plan amendments, re-zonings, site plans, plats, signs, etc., Presents application findings and recommendations as needed.
6. Advises Administration on technical planning related issues/trends.
7. Assists the Department Director in the preparation of the Department budget.
8. Interprets City policies, procedures, and ordinances; develops and revises department policies and procedures.
9. Conducts research and analysis and prepares statistical data on land use, physical, social and economic issues.
10. Assists with monitoring and responding to State and Federal requirements and requests regarding housing programs.
11. Prepare technical reports on planning related projects.
12. Performs field inspections as needed.
13. Assists Code Enforcement, Zoning, and other municipal offices as needed with technical planning assistance.

14. Prepares project scopes of services and reviews consultant proposals for planning related projects. Recommends selection of planning related consultant contracts in compliance with City's purchasing process.
15. Provide technical assistance as needed to other municipal departments in the areas of planning and/or economic development.
16. Reviews and approves department payroll. Reviews personal time off requests from subordinate staff.

TRAINING AND EXPERIENCE:

A Masters Degree in Urban or Regional Planning or related field, or an equivalent combination of education and experience, with at least five (5) years of continuing professional planning experience. AICP certification is preferred.

KNOWLEDGE, ABILITIES, AND SKILLS:

Advanced knowledge of the philosophies, principles, practices, and techniques of city planning as they pertain to the design and development of urban and regional areas, planning research, and zoning activities.

General knowledge of the City Charter and of the various ordinances, codes, and regulations pertaining to planning and zoning.

General knowledge of Federal, State and Local housing programs.

Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, graphic programs.

Ability to present the results of research effectively in oral, written, and graphic form; ability to establish and maintain effective working relationships with associates, City officials, community groups, other professionals, and the general public.

Ability to read and review plats, maps, site plans, architectural plans, and similar relevant documents.

Advanced knowledge of research methodology and of standard statistical procedures.

Ability to collect and analyze population datasets and forecast future trends.

- C. **Physical Requirements: 2**
- D. **Environmental Requirements: 1**
- E. **Sensory Requirements: 2, 3, 8, 9**