

# CHARLES COUNTY GOVERNMENT JOB DESCRIPTION

**Title** Planning Director

## **Summary**

Performs management level land use planning and related work for the county. The work involves directing the county's land use planning and related functions. Overall goals are set and the worker determines the specific tasks and assignments to be performed, independently handling new, unusual problems and deviations encountered in the work.

## **Essential Job Functions**

Approves for hire, trains, coordinates, evaluates and recommends discipline for divisional personnel in accordance with County Personnel policies and procedures.

Advises County Commissioners, Board of Appeals and Planning Commission on planning matters.

Assists the County Commissioners and the Planning Commission in the decision making process. Interprets, administers and negotiates issues related to comprehensive planning, facilities planning and environmental regulations and policy.

Analyzes trends in land-use, transportation, development patterns and environmental quality for impact on County.

Prepares and monitors departmental budget; operates within budgetary constraints.

Facilitates communication between the County Commissioners, the Planning Commission and advisory committees.

Drafts written decisions, resolutions and regulations for Planning Commission, and County Commissioners.

Meets with individuals and special interest groups to discuss general land use issues in the County.

Prepares and executes the annual program for planning activities.

Represents County Commissioners in presentations and speaking engagements.

Maintains liaison with the media on land use and planning issues.

Maintains liaison with State, Federal and other local officials.

Administers State grant programs to ensure compliance with State and Federal regulations.

Staffs and chairs various committees.

Serves as Chairman of the County's Site Design and Architectural Review Board and as an ex-officio member of the Planning Commission.

Develops and updates comprehensive planning documents.

## **Other Duties**

Performs related work as required.

## **Knowledges, Abilities and Skills (These are pre-employment KASs that apply only to Essential Job Functions.)**

Knowledge of--

- The principles, concepts and practices of land use planning and allied disciplines.
- Effective methods and techniques of organizing and directing local government planning operations.
- Effective techniques of supervision.

Ability to--

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- Manage the county's planning function.
- Evaluate staff planning studies and take or recommend appropriate actions.
- Interpret and apply applicable ordinances and rules and regulations to varied land use and related situations, and develop new ordinances and guides as appropriate.
- Maintain records and prepare related reports and correspondence.
- Communicate effectively orally and in writing including public presentations.
- Establish and maintain effective working relationships with others encountered in the work.
- Supervise planning and support staffs.

**Required Qualifications (Note: Any acceptable combination of education, training and experience that provides the above knowledges, abilities and skills may be substituted on a full-time year for year basis.)**

**Training and/or Education**

Master's degree in planning.

**Experience**

Six years of progressively responsible professional planning experience.

**Licenses or Certificates**

None

**Special Requirements**

None

**Physical Demands**

The work is mostly sedentary with periods of light physical activity, and is performed in office surroundings. Typical positions require workers to walk or stand for long periods; lift and carry up to 20 pounds; climb stairs, bend, reach, hold, grasp and turn objects; and use fingers to operate computer or typewriter keyboards. The work requires the ability to speak normally and to use normal or aided vision and hearing.

**Unusual Demands**

Employee is subject to work beyond the normal scheduled hours of work.

**FLSA Status**

Exempt

**Reports to**

Director of Planning & Growth Management

**Supervises**

Administrative Associate, Planner IV, Zoning Administrator, Planning Manager

Revised: 3/06

Grade: 18