

DEPUTY PLANNING DIRECTOR

DEFINITION OF WORK

Employee in this class performs professional planning and supervisory work in organizing and directing Departmental staff in the assigned area for the County. The employee supervises staff and the activities/services of an assigned planning program area. Employee also serves as the Planning Director in his/her absence and provides input into all executive matters such as program planning, goals and objectives, budgeting, and difficult human resources issues. Work requires the employee to perform professional planning work involving the analysis of complex data, application of ordinances, regulations, planning principles and standards, and the presentation of recommendations, findings and program status to various Boards and County Officials. The employee works through division managers to supervise program services to ensure that well planned and orderly growth and development occurs through proper ordinances and programs. Work involves short and long-range planning for policies and ordinances; directing staff support for the Planning Board and Board of Adjustment; advising the Director on development, code, and planning matters; assuring appropriate permitting and code enforcement; considerable tact and courtesy must be exercised in frequent personal contact with County, municipal, State and federal officials and citizens. Work requires managerial, expert professional, and technical knowledge as well as the ability to formulate strategic plans and direct progress. Work requires significant independent judgment and initiative in complex issues that must meet professional standards as well as State and local regulations. Work is performed under the general supervision of the Planning Director and is evaluated through periodic conferences and reports in terms of overall results achieved.

EXAMPLES OF WORK

Employee participates in developing broad-based strategic goals for the Department; participates in creating, and administering policies and procedures to meet goals; supervises the daily activities and services of an assigned planning program area; supervises program staff; performs a variety of duties associated with supervising staff to include hiring, assigning work, ensuring professional development and training, establishing performance standards, evaluating work, and providing guidance, direction and discipline as necessary prioritizes work; identifies program needs; ensures programs and activities comply with County programs and applicable State and/or federal requirements; serves as a liaison to various local, State, and federal agencies regarding assigned program; provides technical expertise and guidance pertaining to planning aspects of the program and the integration of the planning services with other initiatives provides guidance and assistance to landowners, contractors, builders, and other interested parties regarding program activities, regulations and actions; serves as a member of various boards and committees; conducts planning studies; obtains and analyzes information, documents and projections regarding land use, legislation, regulations, new technology, census information, geographical data, maps, and /or project plans and plats for use in developing planning recommendations; presents the findings and recommendations of the Director and Planning Board; prepares maps, graphs, charts and other graphic illustrations to support studies and program related activities; prepares ordinances, regulations and other public policies/directives which support the activities of the assigned program and submits these to Director and applicable officials/governing body for consideration; incorporates the use of new technologies into the activities of the assigned program including new software and hardware for automated information systems; performs as the director in the absence and by the direction of the director; and performs related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from a college or university with a degree in urban or regional planning, geography, public administration, engineering, community development, or a related field, and five years of experience in governmental planning with two of those years in a supervisory capacity; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Extensive knowledge of the County's zoning, land use, and other ordinances and codes; extensive knowledge of the principles and practices of community and economic development and public sector planning; thorough knowledge of governmental laws, programs, and services pertinent to the community and economic development in the planning processes; thorough knowledge of the environmental and socio-economic implications of the planning process; considerable knowledge of systems including application of software and hardware to planning needs; considerable skill in the collection, analysis, and presentation of technical data and planning recommendations; considerable skill in conflict resolution, meeting facilitation, and public presentations; ability to supervise and provide constructive feedback, ability to establish and maintain effective working relationships with community groups, federal, state, regional, County officials, and the general public; ability to express ideas effectively in oral and written forms.

SPECIAL REQUIREMENTS

Possession of an AICP certification is necessary. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Employees are subject to hazards associated with outdoor and indoor work environments.

PHYSICAL REQUIREMENTS

Must be able to physically perform the basic life operational functions of reaching, standing, walking, grasping, talking, hearing, and repetitive motions; must be able to perform light work exerting up to 20 pounds of force occasionally, and/or 10 pounds of force frequently, and/or a negligible amount of force constantly to lift carry, push, pull, or otherwise move objects; must possess the visual acuity to examine and work with maps, charts, and detailed materials, operate a computer, inspect sites regarding planning issues, and do extensive reading; must be able to physically perform the basic life operational functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing, pulling, bending, climbing, crawling, fingering, and performing repetitive motions.