

PLANNING MANAGER

DEFINITION OF WORK

Positions in this class manage a program, section or unique area within the Planning & Inspections Department such as Municipality/Land Use or Comprehensive Planning. Positions in this class perform administrative duties such as planning, organizing and managing daily operations, ensuring quality assurance, managing human resource management functions, and staff development. They exercise a high level of independent decision-making; review work of assigned staff; assist with interviewing and selecting staff; interpret and provide input into standard operating policies and procedures; and resolve discipline and other employee relations issues. Oversight includes development and monitoring division short and long term goals, and supervision of employees. Employees develop, amend, implement, interpret and enforce applicable County and department regulations; conduct or oversee the completion of special studies and projects and present final reports and results as assigned; and may serve a primary liaison between department and external stakeholders such as boards, other departments, and jurisdictions. Employees perform related work as required.

EXAMPLES OF WORK

Interprets, applies and reviews plans for compliance with the County and municipal subdivisions and zoning ordinances and the County Water Supply Watershed Management and Protection Ordinance; aid public in the understanding and accomplishment of compliance, often negotiating with the property owners/developers, with the County and municipal subdivisions and zoning ordinances and the review process; and oversees the case preparation, board hearing scheduling, presentations and finalization of all land development applications. Work may also involve overseeing the preparation and coordination of all long range planning activities for the unincorporated portion of the County and nine municipalities; preparing grants as requested by local governments; coordinating long range planning activities with other State, Local and Federal agencies; maintaining an updated Multi-Jurisdictional Hazard Mitigation Plan; overseeing the County's Voluntary Agricultural District Program including staffing the Farm Advisory Board; serving on various committees as assigned; coordinating land use planning activities with other Sections within the Department; and preparing special reports and studies as requested by the Planning Board and governing bodies.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from a four-year college or university with a degree in urban or regional planning, civil engineering, geography, public administration, community development, or a related field; and four years 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:

Considerable knowledge of: the methods, procedures and policies of Cumberland County or other local government entity as such pertains to the primary responsibilities and duties; theories, principles and practices of performing professional planning and development work; supervising staff; conducting planning studies and presenting recommendations and findings to boards, governing bodies, citizens, and stakeholders; federal, state and local laws, ordinances

and codes pertaining to a wide variety of planning topics; principles of personnel management, including supervision, training and performance evaluation. Working knowledge of: the methods and techniques of research and analysis; principles of budgeting and finance; real estate terminology, laws, practices, principles, and regulations; and computer applications including Microsoft Office, Internet applications, and GIS. Work requires written and oral communication skills, including the editing, oversight or preparation of technical reports, and the presentation of information to government entities and various committees. Employees must possess the ability to read, understand, apply and explain the applicable regulations concerning assigned areas of responsibility. Work requires the ability to establish and maintain cooperative and effective relationships with intra-and interdepartmental personnel, as well as all external entities and individuals with whom the person in this position must interact, including strong interpersonal and public relations skills to work effectively with various officials, staff, citizens and other customers

SPECIAL REQUIREMENTS

AICP Certification is preferred.

Must have and maintain a valid North Carolina driver's license with an acceptable driving record. Background check with local law enforcement agency required. 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

Work requires the ability to perform simple movements requiring moderate coordination. Tasks regularly require oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease or pathogenic substances.

Physical Requirements:

Tasks involve the ability to exert light physical effort in medium level work environment daily, typically involving some combination of stooping, kneeling, crouching and crawling, and which may occasionally involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 30 pounds).