

## PLANNING SECTION MANAGER

Job Code	Pay Grade
06156	SM5b

### Nature of Work

This is responsible professional, administrative and supervisory work either managing a major section of the Pinellas County Planning Department, or Forward Pinellas (Metropolitan Planning Organization/Pinellas Planning Council). Employees in this class supervise professional planners and technical personnel in specialized studies concerning the physical, social, economic or community development of the County. Responsibility includes developing, coordinating, presenting and maintaining planning programs. A high degree of technical knowledge is required and work is performed with considerable independence and initiative. An employee in this class supervises a staff of professional and technical personnel engaged in developing plans in a variety of urban situations. Duties may also include program development, budget monitoring, contract negotiation and monitoring, and provision of contracted professional planning projects. Work requires a high degree of independent judgment and initiative. Work is performed under the general supervision of the Department Director.

### Minimum Qualification Requirements

- Bachelor's degree in urban planning, community development, business, public administration, finance, or related field and four (4) years of professional work experience in urban planning, community development, real estate development, business development, economic development, redevelopment or related field which has included supervisory training or responsibility; or
- An equivalent combination of education, training and/or experience.

### Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Employee to maintain designated certifications and continuing education as required by the State of Florida.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Develops, plans and manages programs, projects and policy areas resulting in a major impact on the community.
- Supervises professional planners and technical personnel in specialized studies.
- Reviews and obtains proper interpretations of laws, rules and regulations affecting planning functions, or grant requirements.
- Supervises the land use component or the local government assistance component of the Countywide Comprehensive Plan including responsibility for consultant and County Planning Department staff services.
- Manages the County's Community Redevelopment Area (CRA) programs.
- Correlates a variety of statistical and planning data for comprehensive plan proposals, and prepares or supervises preparation of projections of population growth and dispersal through pictorial or graphic illustrations of geographical areas.
- Develops, plans, manages and evaluates programs of grant funded and mortgage revenue bond funded, single family and multifamily housing programs.
- Manages the County's Community Development Block Grant (and other similarly funded) programs.
- Manages various community outreach programs associated with targeted redevelopment areas.
- Acts on behalf of the Department Director in his or her absence.
- Performs related work as assigned or required.

## PLANNING SECTION MANAGER (continued)

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### Knowledge, Skills and Abilities

- Knowledge of principles and practices of local and regional planning, methods of collecting and analyzing planning data and preparing planning reports and studies.
- Knowledge of the methods of collection, the analysis of planning data and the preparation of planning reports and studies.
- Knowledge of computer systems and applications.
- Ability to interpret and administer within delegated authority, applicable legislation, rules and regulations.
- Ability to assist in preparing new rules and regulations and initiating research and physical planning techniques in local and regional planning.
- Ability to address civic organizations and committees and present ideas and findings clearly and concisely.
- Ability to analyze technical, regulatory and legal documents to properly support the committees, boards and staff.
- Ability to communicate effectively both orally and in writing.
- Ability to train, supervise and effectively coordinate subordinate staff.
- Ability to establish and maintain an effective working relationship with staff, superiors, other County departments, community officials, the media, citizens, state and federal officials.
- Ability to analyze facts and exercise sound judgment in decision making.

For official use only

Revised	EEOC Code	Overtime Code
6/16	Officials & Managers	Exempt