



Director, Strategic Planning & Initiatives

Category: Exempt
Pay Grade: E40
Job Code: 01568

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Perform responsible administrative, professional, technical, and management work assisting the County Administrator in executing and directing the Pinellas County strategic plan. Work involves the responsibility for formulating and carrying out the technical details and phases of the Land Use Plan and the Transportation Plan for the comprehensive development of the county with the objective of promoting understanding and effectuation of project proposals. Technical direction and supervision is exercised over a staff of professional, technical, and clerical personnel engaged in developing the overall county planning functions in such areas as economic development, transportation, resource utilization and cultural facilities, water and sewerage, and other phases of county development as may be included in or related to the comprehensive plan. Work is performed under general direction of the County Administrator, but with considerable latitude for individual judgment and initiative, and is reviewed by observation of results achieved, periodic conferences and reports.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Aligns, coordinates, implements, and tracks the execution of the Pinellas County strategic plan;
- Directs the activities of the organization to bring the program services and operations in alignment with the strategic plan;
- Works with executive staff to drive the strategic plan through the organization without departmental disruption;
- Acts as technical advisor to county department heads, other officials, and committees with county planning functions;
- Performs administrative responsibilities relating to recommendations, presentations and reports, and provides staff support for the Local Planning Agency (LPA), the Board of County Commissioners in zoning, site plan and land development programs, and the Metropolitan Planning Organization in transportation planning programs;
- Serves as Executive Director of the Local Planning Agency and the Metropolitan Planning Organization with responsibility of keeping the policy functions of one agency from conflicting with another, utilizing department staff;
- Plans, directs, supervises and coordinates all activities and personnel in the Planning Department, Local Planning Agency, and the Metropolitan Planning Organization;
- Directs the preparation of the budget of the department;
- Supervises the gathering of information and development of formal planning presentations;
- Initiates and implements procedures and techniques of gathering data necessary for Comprehensive County planning;
- Makes recommendations to the County Administrator on the establishment, abolition and consolidation of ordinances, rules and regulations;
- Assigns time priority of specific projects in accordance with their necessity and desirability and sets the

time limits for completion;

- Approves and executes financial transactions of the Metropolitan Planning Organization;
- Prepares regulations dealing with planning;
- Represents the county in negotiations for federal and state aide planning programs;
- Supervises the preparations of projections of population growth and dispersal through pictorial and graphic illustrations of geographical areas;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Ten (10) years progressively responsible professional experience in urban planning, or directly related field that includes two (2) years of responsible management or supervisory experience; or Associate's degree in urban and/or regional planning, public administration, or related field and eight (8) years' experience as described above; or Bachelor's degree and six (6) years' experience as described above; or Master's degree and four (4) years' experience as described above; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- 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.
- Possession, maintenance, and/or ability to possess and maintain appropriate professional certifications and designations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Knowledge, Skills and Abilities:

- Knowledge of federal and state rules and regulations relating to planning;
- Knowledge of the principles and accepted practices of urban and regional planning;
- Knowledge as of methods of collection and analysis of planning data and the preparation of planning reports and studies;
- Knowledge of recent developments, current literature and sources of information in the field of planning;
- Knowledge official practices as they apply to the operation of an independent agency;
- Ability to direct and effectively supervise personnel engaged in urban planning in a manner conducive to full performance and high morale;
- Ability to apply computer applications and software;
- Ability to direct and develop a continuous and comprehensive urban planning program;
- Ability to handle the direct support relationship of staffing an independent agency composed of key elected individuals;
- Ability to direct and perform technical research and to study, analyze and present in report form the results of such research;
- Ability to present programs and ideas clearly and concisely, orally and in writing;
- Ability to speak to public groups and civic organizations;
- Ability to interpret current legislation, rules and regulations;
- Ability to establish and maintain an effective working relationship with subordinates, superiors, other county departments, community officials, citizens, state and federal officials;
- Ability to initiate both research and physical planning techniques in county and regional planning.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.