



Planning Section Manager

Category: Exempt
Pay Grade: E26
Job Code: 06156

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

Performs professional planning work supervising and/or carrying out complex planning projects or studies and community development strategies, projects, or programs; supervises professional planners and technical personnel in specialized studies concerning the physical, social, economic, or community development of the County; develops, coordinates, presents, and maintain planning programs.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Develops, plans, and manages programs, projects, and policy areas resulting in a major impact on the community;
- Plans, develops, and conducts studies relative to land use and occupancy, road and arterial locations and usage, utilities facilities, transportation services, recreational or cultural needs, and community development projects;
- Manages community outreach programs associated with targeted community revitalization areas;
- Analyzes and evaluates pertinent data and prepares comprehensive reports and projections on the basis of such research;
- Organizes and coordinates projects and tasks associated with the managed growth of the County and coordinates support planning services associated with the Metropolitan Planning Organization, Pinellas Planning Council, Countywide Planning Authority, or other agencies;
- 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;
- Confers with the public and officials of the Pinellas Planning Council, Countywide Planning Authority, and local government to define mutual planning problems, and effect uniformity beneficial to comprehensive plans;
- 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;
- Reviews and obtains proper interpretations of laws, rules, and regulations affecting planning functions;
- Administers the transportation impact fee ordinance and coordinates Developments of Regional Impact and related policy concerns;
- Prepares and delivers speeches to business, professional, civic, and neighborhood groups and associations;
- May perform data processing related duties including using available statistical packages or programs, encoding data, data entry and retrieval, and routine computer terminal operations and programming/reprogramming;
- Generates well researched, written, and documented grant proposals;
- Initiates and prepares the budget for grants received, approves work program and expenditures, and ensures compliance with grant regulations;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree with major coursework in urban planning, government, law engineering, design, economics, social science, geography, statistics, or a related field and four (4) years of professional experience in urban planning management; or a Master's degree with major coursework in urban planning, government, law engineering, design, economics, social science, geography, statistics, or a related field and two (2) years of professional experience in urban planning; 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.
- Other knowledge, skills, abilities, and credentials required for a specific position.

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;
- 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 use small office equipment and computers;
- Ability to implement capital improvement plans.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- 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.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

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