



Planning Division Manager

Category: Exempt
Pay Grade: E30
Job Code: 06168

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 highly responsible professional, administrative, and supervisory work either managing a division of the Pinellas County Housing and Community Development Department, or a section of the Pinellas Planning Council (d/b/a Forward Pinellas); ensures development, promotion, coordination, implementation, and monitoring of the Comprehensive Plan, Countywide Plan, Consolidated Plan, Long Range Transportation Plan, or Local Planning Assistance; works with federal, state, regional, and local agencies, and the public, to exchange beneficial information, and discourse on agency plans and policies; may supervise a staff of professional and technical personnel engaged in population and economic estimation analysis and projection plans, strategic planning; affordable housing program implementation, land use and transportation planning services; may also include program development, budget monitoring, contract negotiation and monitoring, and servicing contracted, professional planning projects.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Directs Planning Division staff activities, responsible for development and updating the Board of County Commissioners (BCC) Comprehensive Plan, based on provisions and criteria established in Florida's Growth Management Act and Administrative Code;
- Directs Planning staff activities responsible for development, maintaining and updating the Countywide Plan, based on provisions and criteria established in the Special Act; directs Transportation Planning staff activities responsible for development, maintenance, and implementation of transportation elements of the Comprehensive Plan;
- Provides direction and overall coordination of the Forward Pinellas Metropolitan Planning Organization (MPO) responsibilities, including the development and maintenance of the Long Range Transportation Plan, Unified Planning Work Program, Transportation Improvement Program, Congestion Management Process and Public Participation Plan including support of various advisory committees of the MPO;
- Directs Community Development Division staff activities responsible for administration of housing programs and community development grant funded projects;
- Initiates special projects related land use, transportation, and housing;
- Serves as Staff Administrator for Pinellas County Local Planning Agency (LPA), coordinating agency functions specified in Florida Statutes, Chapter 163, Part II;
- Oversees coordination of regional and statewide transportation planning through Forward Pinellas, the West Central Florida MPO Chairs Coordinating Committee (CCC), Tampa Bay Transportation Management Area Leadership Group, and the statewide Metropolitan Planning Organization Advisory Council (MPOAC), , participates in development and implementation of MPOAC Strategic Plan, and reports state and national level activities to the local MPO membership;
- Reviews proposed modifications to statutory and administrative code requirements of the State's Growth Management Program, Water Resource Management Program, Coastal Management, and other federal, state,

- and regional programs, to determine their impact on Pinellas County planning efforts, and develop recommendations as necessary;
- Serves as spokesperson with private citizens and government officials, in regard to activities of the BCC, Housing and Community Development Department, or Forward Pinellas;
 - Develops and administers individual agreements to provide local planning assistance and monitors project budget and accounting;
 - Guides the professional development of subordinate staff, assists with maintaining effective working relationships with local governments, partner agencies, and aligned organizations, and representing Forward Pinellas on various internal working groups or task teams: Supervises the work product, attends public meetings, and ensures legal prerequisites are met for plan adoption/amendment; Liaisons with local elected and career management officials on local planning assistance matters;
 - Reports to Forward Pinellas Board and Board of County Commissioners in their capacity as the County-wide Planning Authority;
 - Oversees expenditure of federal and state grants;
 - Ensures agency compliance with legislative and regulatory requirements;
 - Acts on behalf of the director in their absence;
 - Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Ten (10) years of professional experience in urban or regional planning that includes one (1) year of supervision or supervisory training; or an Associate's degree in urban and/or regional planning, public administration, or related field and eight (8) years of experience as described above; or a Bachelor's degree and six (6) years of experience as described above; or a Master's degree and four (4) years of 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 knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of principles and procedures of government's role in municipal, County, and regional planning;
- Knowledge of federal, state, and regional rules and regulations related to municipal planning;
- Knowledge of the Florida Growth Policy and Community Redevelopment legislation and rules governing its administration;
- Knowledge of state and federal housing grant programs and affordable housing development;
- Knowledge and understanding of the federal and state metropolitan planning process
- Skill in collection and analysis of planning data, technical, regulatory, and legal documents, and ability to exercise sound judgment in decision making, preparation of reports and studies based on findings, to support committees, boards, and staff actions and recommendations;
- Ability to apply computer applications and software;
- Ability to administer a diverse, multi-faceted planning process and programs tailored to the needs of local governments;
- Ability to effectively communicate technical information, orally and in writing, in a manner understandable to a variety of audiences;
- Ability to operate a personal computer and other automated systems to enter and retrieve information, monitor work performed, and to communicate information in reports, etc.;

- Ability to train, supervise, and evaluate the work of subordinate personnel and establish and maintain an effective working relationship with staff, superiors, other County departments, community officials, the media, citizens, state, and federal officials.

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:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- 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.

WORKING CONDITIONS

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