

# NEW CASTLE COUNTY GOVERNMENT

Number 0630

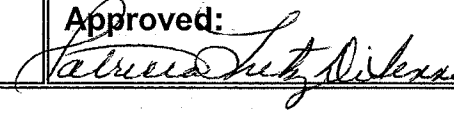
## CLASS SPECIFICATION

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Date 05/01/03

**Title:** ASSISTANT PLANNING MANAGER

**Approved:**



GENERAL STATEMENT OF DUTIES: Assists the Planning Manager in the management, direction and coordination of the activities of the planning services and comprehensive planning activities of the Land Use Department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class assists the Planning Manager in the management, direction and coordination of all Land Use Department activities related to the review and approval of development activities under New Castle County jurisdiction. The work involves the application of technical knowledge and managerial skills to matters in these areas. Assignments are broad in scope and require the exercises of independent judgement. This employee works under the general direction of the Planning Manager or other designated supervisor.

EXAMPLES OF WORK: (Illustrative only)

- Assists in managing and coordinating the activities of planning services to ensure that their operations are efficient and customer responsive;
- Assists in developing and implementing operating policies and procedures;
- Performs managerial, technical, and supervisory work assisting the Planning Manager;
- Trains and evaluates subordinates in technical planning matters and assists them in the more difficult planning assignments;
- Participates in coordinating the efforts for agencies concerned with planning activities;
- Meets with and makes presentations to public groups;
- Assists in the preparation and administration of the operating and capital budget;
- Prepares various technical and statistical reports;
- Ensures that all County regulations related to this are current and effective;
- Communicates to and works with the citizens, civic communities, and building communities on issues related to development;
- May advise County Council on matters related to planning services;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

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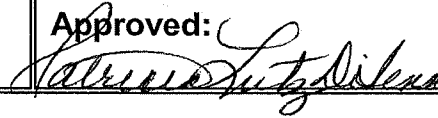
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## CLASS SPECIFICATION

Date 05/01/03

Title: ASSISTANT PLANNING MANAGER

Approved:



**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Comprehensive broad-based knowledge of the principles and practices of planning and zoning, building codes, construction techniques, drainage engineering, and assessment practices; thorough knowledge of laws and regulations related to planning; ability to perform technical research work and to give reliable advice on difficult planning projects; ability to establish and maintain effective relationships with subordinates, elected officials, other agencies, the development community, and the public; ability to manage and supervise the work of subordinates; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination.

**ACCEPTABLE EXPERIENCE AND TRAINING:** At least three years progressively responsible experience as a planner in a local government, state or regional planning office or in the office of a planning consultant, three of which shall have been at the level of a senior planner, and possession of a Master's Degree from an accredited college or university with major course work in management, planning, civil engineering, architecture, or related field; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**HISTORY OF REVISIONS:**

Established: 07/01/98  
Revised: 05/01/03