

NEW CASTLE COUNTY GOVERNMENT

Number 0626

CLASS SPECIFICATION

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Date 11/01/03

Title: PLANNING MANAGER

Approved:



GENERAL STATEMENT OF DUTIES: Manages, directs, and coordinates the activities of the planning services and comprehensive planning activities of the Land Use Department; assists the Land Use Department General Manager in the overall activities of the Land Use Department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class manages, directs, and coordinates 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 Land Use Department General Manager.

EXAMPLES OF WORK: (Illustrative only)

- Manages and coordinates the activities of planning services to ensure that their operations are efficient and customer responsive;
- Develops and implements operating policies and procedures;
- Performs managerial, technical and supervisory work assisting the Land Use Department General Manager
- Prepares and administers the division 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;
- Advises 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.

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

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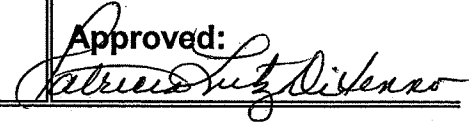
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maintain effective relationships with subordinates, elected officials, other agencies, the development community, and the public; ability to manage and supervise the work of subordinates; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least five 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: 09/01/99
Revised: 11/01/03