

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Assistant Planning Director
DEPARTMENT: Planning and Community Development
REPORTS TO: Planning and Community Development Director

SALARY GRADE: 22
FLSA STATUS: E
DATE: 03/2009

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Responsible for providing technical, management and professional assistance to the Director, other departmental personnel, the City Council, Advisory Planning Board, Board of Appeals, other departments and advisory boards and committees on planning issues, and regional planning agencies/organizations.

ESSENTIAL JOB FUNCTIONS:

Conduct studies; preparation of plans, reports, recommendations and correspondence on planning, zoning, development, housing, transportation, environmental and related issues.

Review planning, zoning and development proposals; coordinate the review with other City staff, the Advisory Planning Board and City Council;

Drafts and presents testimony on behalf of City Council to County and State Officials,

Coordinates and manages capital projects including plan preparation, presentation of plans, RFP creation and review, contract selection, award and negotiation, contract oversight.

Responds to public inquiries regarding land use, permit applications procedures and other planning issues.

Represent the department and the City at meetings with the City Council, the Advisory Planning Board, other government agencies, attorneys, engineers, developers, private planners and citizen groups;

Carries out supervisory responsibility in accordance with City policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Processes variances and departures including reviewing applications, meeting with applicants, coordinating public notices, reviewing and analyzing requests, preparing and presenting recommendations and drafting resolutions.

Serves as the City's representative on environmental issues including attending training, meeting with concerned citizens, making presentations, drafting reports, reviewing legislation and writing grant proposals.

Pursues grant funding and administer grant programs on behalf of the City including executing grant agreement, managing budgets, preparing reports, and overseeing consultants on project.

Assist in the preparation of the annual departmental operating budget and City Capital Improvement Program

Reviews and drafts legislation pertinent to the City's Planning and Community Development plans and processes.

Acts as the City's transit representative, handling complaints, reviewing plans, drafting comments, making presentations, attending public hearings, and drafting recommendations.

Completes technical review and approves building permits based on conformance with building and land use regulations.

IMPORTANT JOB FUNCTIONS:

Monitors construction projects with approved plans.

Drafts and enforces private development agreements.

Works with Community Development staff on the enforcement of zoning regulations.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Master's degree from an accredited college or university in City, Urban, or Community Planning, Urban Studies, or a related field;
and,

Five years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

AICP Certification

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

The operation of municipal government.

Community planning concepts and techniques.

The city planning process.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Skill in:

Preparing clear and concise reports, correspondence and other written materials.

Communicating orally and in writing with internal staff, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

Ability to work independently.

Ability to analyze situations and problems and devise solutions.

Ability to analyze data and prepare technical reports.

Ability to develop and maintain effective working relationships with employees, officials, government agencies, consultants, developers, contractors, other jurisdictions and the general public.

Ability to draft, review and critique legislation and the ability to communicate clearly and effectively.

Ability to establish and maintain effective working relationships with a variety of people.

While performing the essential functions of this job the employee is frequently required to sit; use hands to finger, handle, feel or keyboard; speak and hear; lift and/or move up to 10 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.