

ASSISTANT DIRECTOR OF PLANNING AND DEVELOPEMENT

GENERAL STATEMENT OF DUTIES: Under the general supervision of the Director of Planning and Development, performs moderately difficult and complex duties in the field of municipal planning; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are responsible for assisting the Director of Planning and Development in specific phases of moderately difficult planning projects or may be in charge of a major phase of a more complex study. Projects involve community planning on a municipal, county, metropolitan or regional basis. The position also involves responsibility for a variety of administrative functions within the Department of Planning and Development.

EXAMPLES OF WORK: (Illustrative Only)

Prepares and supervises the preparation of a variety of planning statistics, data, plans, designs, charts, records and reports;

Prepares and supervises the preparation of specialized planning projects, such as land development, transportation systems, community facilities and others;

Assists in the preparation of the Department's budget;

Directs the collection, tabulation and analysis of data for use in connection with census statistics and population reports;

Plans and conducts field studies and surveys;

On occasion, represents the planning and development department at conferences of local government officials;

Participates in meetings with civic and business leaders to determine regional and community planning needs;

Acts on behalf of the Director of Planning and Development in his or her absence.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the purposes, principles, terminology and practices employed in municipal, regional or community planning; good knowledge of zoning and subdivision practices; good knowledge of current methods for collecting, analyzing and interpreting statistical data; good knowledge of current problems and literature in the field; ability to plan and supervise the work of others; good knowledge of research methods and techniques; ability to understand complex oral and written directions; ability to get along well with others; initiative and resourcefulness; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) graduation from a recognized college with a Bachelor's Degree in planning, architecture, landscape architecture, engineering or related field and three years experience in urban or regional planning; or (b) a Master's Degree in planning, economics, public administration, engineering or a related field and two years experience in urban or regional planning; or (c) a satisfactory equivalent combination of the foregoing training and experience.