

MAJOR FUNCTION

This is a technical, professional and supervisory position managing and coordinating the various activities, details and data analysis of special projects, environmental studies and transportation planning. Work involves coordinating professional staff and resources and interacting with citizens, boards, committees and public officials. An employee in this position must exercise considerable judgment and independence. A higher-level administrator reviews the incumbent's work through conferences, analysis of reports and recommendations, and through evaluation of results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Prioritizes on-going work assignments; prepares work programs related to various special projects; and identifies manpower and fiscal resources to complete assignments. Assigns professional planners to projects and the administrative process details, including advertising, public notice, agenda item preparation, and public involvement and reviews their work, as is necessary. Develops department recommendations for review by higher-level administrator. Supervises the preparation and implementation of various planning and/or study efforts, such as special studies, environmental and transportation planning, neighborhood plans, sector and corridor plans, and greenways/open space plans as assigned. Interprets Comprehensive Plan and other adopted plan and program policies for elected officials, appointed commissions, advisory committees, other city/county departments, developers, and citizens. Provides staff support for Planning Commission/LPA or Capital Region Transportation Planning Agency, as applicable. Attends meetings and public hearings to provide professional support, information, and consensus building with transportation users and providers, neighborhood groups and development community representatives. Drafts amendments to the land development regulations or Long Range transportation Plan, as applicable, to implement adopted policy resulting from special studies and Comprehensive Plan amendments; prepares consistency review of proposed ordinances; and staffs public meetings. Reviews transportation projects, environmental impacts, site plans, rezonings, planned unit developments, and develops regional impact studies as part of intra or inter department review team. Evaluates and appraises implemented planning actions. Recommends the hire, transfer, advancement, grievance resolution, discipline or discharge of employees. Conducts performance evaluations and recommends approval or denial of merit increases. May act on behalf of immediate supervisor. Performs related work as required.

Other Important Job Duties

Processes rezoning applications and other policy changes to implement conclusions of special projects. Has lead responsibility for maintenance of regional transportation model, Transportation Management Area certification and compliance with the Efficient Transportation Decision Making process, as applicable. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of the terminology, principles and practices associated with comprehensive, transportation, and environmental planning. Considerable knowledge of applicable state, federal and local laws and regulations relating to environmental or transportation planning. Ability to exercise sound judgment. Ability to present ideas and findings clearly in written, oral or graphic form. Ability to conceptualize, develop and implement programs which address broad and generally stated goals. Ability to read and understand engineering blueprints and plans. Ability to present technical information to lay groups and the general public. Ability to establish and maintain working relationships as necessitated by work assignments. Ability to assign, instruct, and evaluate work assignments of technical and professional personnel. Ability to plan, schedule, and review the work of

subordinates in a manner conducive to full performance and high morale. Skill in the use of microcomputers and the related programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a master's degree in urban, regional or transportation planning, business or public administration, architecture, geography, or a related field and three years of professional experience that includes transportation, urban or regional planning, environmental studies, regulation or management, or a related field; or an equivalent combination of training and experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license, when designated.

Established: 02-05-05

Revised: 07-19-08

01-15-10*