

The Maryland-National Capital Park and Planning Commission

TITLE: Montgomery County Deputy Planning Director GRADE: 40 DATE: 6/3/2024
SERIES: Planning CODE: 2271 EEO: Official Administrator FLSA: Exempt

Class Definition:

Under administrative direction, manages planning activities for multiple (approximately one-half) divisions within a department; which includes professional planning and administrative work of unusual difficulty over a broad range of policies, administrative matters and functions. Coordinates planning department programs with relevant local, State and Federal agency policies; supervises staff activities as assigned by the Planning Director and acts for the Planning Director in his/her absence. Advises with respect to a broad range of policy and administrative matters coming before the Planning Department. Ensures the Planning Board and Planning Department are represented as a liaison with citizens, community groups, business groups, County Council, County Executive and other government agencies. Oversees the planning and execution of various community programs and activities. Work involves highly sensitive issues requiring discretion and responsiveness to the vision and mission of the Director in dealing with executives, representatives of the business community, the press/media, constituents, other public officials and elected stakeholders; and has Department-wide impact; this includes high profile or high stakes matters and keyways of doing business. Some work is highly confidential or highly sensitive. Applies comprehensive knowledge of broad principles, practices, policies, procedures and techniques for planning of land use, zoning, housing, the economy, equity, transportation, parks, open space, the environment, historic and cultural resources, research and statistical analysis techniques, budgetary process and program management and administration to ensure work products and services are effective. Performs intensive analyses and makes probing assessments of multiple, interactive variables, including uncertainties, to determine effects on key programs and projects and the overall work program. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide, advise, obtain agreement or compliance, present, defend, convince or persuade and achieve other desired actions concerning highly complex or sensitive matters. Meets the FLSA standard for exemption as a supervisor. Performs other duties, as assigned.

Work is assigned in terms of functional responsibilities, goals, priorities and resources. Incumbent plans and manages all work within this framework and is held accountable for provision of effective planning products and services including timely advice to senior management and achievement of Department goals and is expected to keep the supervisor informed and to seek assistance only for unmanageable problems. Work is expected to be highly effective and is evaluated in terms of achievements, teamwork, customer service and other factors such as skill and ingenuity in overcoming technical and non-technical problems including teamwork and intra-agency and interagency coordination problems.

Examples of Important Duties (Estimated Percentages):

1. Management/Staff Supervision (±40%)

- Manages and coordinates activities for approximately one half of the department's divisions and responds to and resolves issues of concern regarding planning operations, projects and programs. Oversees the planning and execution of various community programs and activities with citizens, community/business groups, politicians and other government agencies, including master planning, engagement, and placemaking efforts. Oversees regulatory review processes; ensures the interpretation of zoning codes and subdivision regulation provisions, and planning recommendations are compliant with

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applicable county, State and Federal laws and the formulation of recommendations for complex regulatory cases; as well as technology initiatives, research efforts, communications, and equity and education initiatives.

- Performs a full range of supervisory human resource (HR) management functions. Initiates or recommends official personnel actions such as recruitment, selection and transfer; selects or helps select staff; trains and develops staff or ensures staff training and development; mentors and coaches; counsels or disciplines; approves or disapproves leave; ensures adherence to equal employment opportunity (EEO) requirements and pertinent Commission policies and procedures; establishes and communicates objectives and expectations, and evaluates performance.

2. Quality Assurance/Quality Control Related (±45%)

- Oversees special projects; such as proposals designed to produce new legislation for innovative development techniques and a variety of other subjects assigned by Director.
- Ensures the Planning Board and Planning department are represented as a liaison with citizens, community/business groups, politicians and other government agencies (e.g., Council of Governments, Washington Suburban Sanitary Commission, Washington Metropolitan Transit Authority). Receives information, seeks cooperation, presents plans, and answers questions, responds to requests and resolves complaints pertaining to departmental operations regarding planning laws, policies and procedures. Serves on several intra-agency and interagency committees.
- Supports the Planning Director in driving business strategy development by assessing risks, identifying opportunities for expansion, setting overall goals and metrics, and proposing projects or systems to optimize performance and revenue. Consults with the Planning Director on current issues and operational objectives. Recommends policy changes in response to public issues or to enhance operational efficiency.
- Acts as the representative of the Planning Director when engaging with public/elected officials, business community, the press and constituents in resolving community or planning issues. Advocates the policy or position of the Director and attends both internal and external meetings on behalf of the Director as assigned. Collaborates with Department leadership to ensure strategic alignment with the mission, goals and objectives of the Office of the Director.

3. Other (15%)

- Determines annual work program related to Commission work program goals as assigned by Planning Director; meets with or assigns staff to meet with Director, policy makers or staff to identify needs, establish policies and procedures and provide decisions regarding planning projects and associated administrative matters (e.g., budget, personnel, facilities) within Department.

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- Develops, defends and manages the annual budget in coordination with the Planning Director, the budget manager and Division Chiefs. Supports and defends the budget before the County Executive and County Council. Tracks budget expenditures throughout the year to ensure that approved amounts are not exceeded. Provides recommendations for spending year-end funds. Manages departmental budget; prepares annual budget requests for department. Ensures expenditures are reviewed and controlled in accordance with approved budget; and grant-funded programs or projects are administered and controlled.
- Oversees building operations and maintenance projects.
- Monitors local, State and Federal policy and program developments affecting planning policies and programs as assigned, and advises the Planning Director on appropriate policies, studies and actions.
- Advises with respect to a broad range of policy and administrative matters coming before the Planning Department and Planning Board from citizens, private developers and other government officials.
- Communicates and interacts effectively with business contacts. Establishes and maintains or enhances working relationships, including teamwork. Promotes internal and external collaboration and facilitates inclusion and, as practicable, sound group decision-making. Meets with employees, Commission groups, business groups, government agencies, elected or appointed officials, special interest groups and other stakeholders to identify wants, needs, concerns and perspectives. Plans programs and presents, explains and defends Department and Commission policies and programs. Actively listens to obtain full understanding and seeks to obtain agreement and compliance, convince and persuade or achieve other desired results.
- Acts on behalf of Planning Director in his/her absence.

Important Worker Characteristics:

- A. Comprehensive knowledge of (1) broad principles, practices, policies, procedures and techniques of planning; (2) Commission organization and county planning policies, procedures, and regulations;* (3) County government organization;* (4) county geography and planning history;* (5) land use; (6) zoning; (7) urban design; (8) transportation; (9) research design and analysis techniques; (10) equitable engagement and communications practices; (11) budgetary process; and (12) program management and administration.

** Typically acquired or fully developed primarily after employment in this job class.*

- B. Knowledge of, and skill in, (1) planning, assigning and reviewing work, (2) providing sound advice, strategic thinking, and making effective decisions; (3) budgeting, using capital and managing resources to accomplish work, and (4) managing multiple divisions and leading, coaching, and supervising employees, and skill in applying, HR management and EEO principles and practices.

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- C. Skill and ability to (1) implement strategic processes, procedures and protocols; (2) conduct reviews of complex data analyses, technical reports and correspondence; (3) manage and coordinate multiple work programs and projects with other agencies/departments; and (4) manage consultants, contracts and budgets.
- D. Considerable skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in recognizing subtle aspects of problems and developing solutions. Examples include applying broad planning principles to solve complex problems involving many variables; administering and coordinating departmental planning programs; coordinating and managing projects and deadlines; providing recommendations based on sound principles that can withstand legal scrutiny.
- E. Considerable skill in communication to understand information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information so that others will understand and, at times, be convinced or persuaded. This includes skill in actively listening to ascertain key information, including perspectives, concerns, wants and needs of others, and in communicating effectively to obtain agreement, compliance or other desired results. Examples include representing the department effectively in a variety of meetings; negotiating and defusing tense situations; and speaking effectively in front of groups.
- F. Interpersonal skills to interact effectively with contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member or a leader of a team and mediating disputes.
- G. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

Minimum Qualifications (MQs):

1. Bachelor's Degree in Planning, Geography, Architecture, Landscape Architecture, Parks and Recreation, Transportation, Urban Design, Engineering, Environmental Science, Public Policy, Communications, Economics or any related field.
2. Ten (10) years of a broad range of planning or regulatory related experience that includes five (5) years of supervisory experience.
3. An equivalent combination of education and experience may be substituted, which together total fourteen (14) years.
4. May require a valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.

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Working Conditions:

Work is performed in an office setting; however, attends public meetings and hearings. Work involves frequent: positioning of self to obtain maps, drawings, plans, remaining in a stationary position, moving about inside the office, communicating with the public, officials and employees. May be subject to various job demands such as high volume of work and tight deadlines. On call and works evenings, weekends and holidays as required.