

## The Maryland-National Capital Park and Planning Commission

TITLE: Senior Advisor to the Planning Board Chair GRADE: 38 DATE: 8/16/2019  
SERIES: General Administrative CODE: 3260 EEOC: Professionals FLSA: Exempt (A)

### Class Definition

Under general policy parameters of the Chairperson, County Planning Board in the Commissioner's Office, the Senior Advisor to the County Planning Board provides objective information and authoritative, insightful analyses and advice to the Chair for making decisions on critical Board policies, developer or governmental proposals and various programmatic actions within the functional domains of the Board. Identifies need for, and advises Chair on, new or enhanced policies and programs as well as proposals for action concerning County-wide management of development and growth (including planning of communities), protection and stewardship of natural, cultural and historic resources, and provision of leisure and recreational opportunities. Serves as a key member of the management leadership team and as its confidential internal consultant to the Chair by applying special expertise in planning. Some work is highly confidential or highly sensitive. The work has critical impact on planning policies and planning decisions within the functional domains of the Board which, in turn, have critical County-wide and, at times, regional impact. Applies expert level knowledge of public planning and of County/regional development and growth issues and proposals. Comprehensive knowledge of key Commission planning-related work programs and initiatives, and knowledge of County government organization, functions, processes and procedures concerning growth and development. Performs intensive analyses and assessments of multiple, interactive variables, including uncertainties, to determine effects. Interacts with people inside and outside the organization concerning matters of the highest complexity, visibility or sensitivity; attempts to reconcile or accommodate divergent, strongly-held objectives, interests and viewpoints. Performs other duties, as assigned.

Work is assigned in terms of functional responsibilities, goals, priorities and resources. The incumbent plans and performs all work within this framework and is held accountable for provision of effective advice to the Chair; accountability includes cogent, timely advice. The incumbent is expected to keep the supervisor informed and to seek assistance only for problems beyond their scope. Work is expected to be highly effective and is evaluated in terms of achievements, teamwork, customer service and other factors.

### Examples of Important Duties (Estimated Percentages):

#### 1. Core Technical/Programmatic Functions ( $\pm 80\%$ )

- Analyzes and works at the tactical and strategic levels –plans, and advises on implementation of development and capacity issues. Studies, reviews, evaluates and advises on transportation sector plans, major commercial and subdivision development plans, reviews or initiatives; provides professional planner advice and assistance to department leadership or staff and other Commission leadership or staff from growth, demand-capacity and other planning perspectives.

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- Participates in analysis of demographics (as impacting facility needs), assesses utilization of facilities, and identifies or weighs options (through quantitative and qualitative measures) for response such as new facility construction, facility additions, facility renewals, facility reconstruction, facility renovation, facility space conversion.
  - Uses data from databases (on property locations, zoning, infrastructure, demographics, implied or expressed demand, facilities-capacities, capital projects), and other information sources to support analysis of issues. May provide advice in how to help reframe and present issues in verbal or spatial terms.
  - Serves on staff advisory or working groups to revise facility capacity study methodology and criteria.
  - Analyzes work programs and processes wholly within the purview of the County Planning Board Chair, advises on consolidating or streamlining them, recommends ways to enhance them or recommends integration or synthesis into all-new approaches or operations.
  - Coordinates with other government agencies, the public and other stakeholders to identify issues and analyzes and solves problems involving developer and governmental planning and building projects wholly or partially to reduce costs, avoid or minimize new costs to the taxpayer, avoid, reduce or eliminate jurisdictional overlap, duplication of effort or counter-productive plans or programs.
  - Identifies need for, assesses costs-benefits of, and develops enhancements or revisions to existing, or new, Board policies, processes and programs that are designed to enhance revenue, control costs, increase resident participation in programs and processes or otherwise benefit the economics, reputation, image, products or services of the Commission or benefit the public, other means of revenue enhancement, cost control measures, relationships with foundations, trusts and other not-for-profit entities, and planning responses to facility or transportation demand and connectivity needs through special inter-jurisdictional studies and collaboration.
  - Coordinates the work of special project committees concerning key issues and initiatives such as streamlining of the development review process, assessment of strategic location of commercial and residential, and implementation of innovative approaches to leisure and recreational opportunities.
2. Other ( $\pm 20\%$ )
- Serves as a member of the management leadership team. Identifies, recommends, and implements new work methods, policies, and procedures to enhance productivity and effectiveness. Works with other managers within the Commission works with broader scope and Commission management teams as well as interagency teams, to resolve problems,

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enhance inter-staff or interagency teamwork, and develop and implement changes in policies and procedures.

- Maintains confidentiality of data, including legally-protected personal information, proprietary and pre-decisional information not subject to public information disclosure, sensitive programmatic data, and other sensitive information.
- Stays informed of developments in functional domains of the Planning Board, and of changes in guidelines applying to the areas of work focus.
- Communicates and interacts effectively with business contacts. Establishes and maintains or enhances working relationships, including teamwork, with internal and external contacts. Promotes internal and external collaboration and facilitates inclusion. Interacts with citizens, Commission groups, business groups, government agencies, elected or appointed officials, private developers, special interest groups and other stakeholders to identify wants, needs and perspectives, provides advice and answers questions about Planning Board policies, processes and decisions including matters of the highest complexity, visibility or sensitivity. Actively listens to obtain full understanding, and attempts to reconcile or accommodate divergent, strongly-held objectives, interests and viewpoints.

### Important Worker Characteristics:

- A. (1) Expert level knowledge of, and skill in applying, concepts, principles, methods, techniques and practices of public planning (including strategic planning and policy research and development) to provide expert planning information and authoritative, insightful planning advice to the Chair.  
(2) Expert level knowledge of County, Maryland and regional development and growth issues and proposals including (a) wants, needs and perspectives of residents, (b) policies, programs and initiatives of the Federal government and State and local governments, and (c) initiatives of private developers.  
(3) Comprehensive knowledge of key Commission planning-related work programs and initiatives.  
(4) Knowledge of County government organization, functions, processes and procedures concerning growth and development.  
(5) Knowledge of Commission organization, policies, and procedures.\*

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

- B. 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 making recommendations and decisions. Examples include applying a wide variety of qualitative and quantitative measures to analyze specific impacts of specific planning initiatives or proposals and to identify overall trends and their impact on related plans and master plans; interpreting Federal, State and County

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guidelines; developing new or enhanced planning policies and procedures; and translating quantitative data and other information into readily understandable and useful information for various audiences in due consideration of an audience's informational wants, needs and perspectives, the likely level of understanding of quantitative data and statistical techniques, and other factors pertinent to effective presentations and discussions.

- C. Considerable skill in communication to understand verbal and written 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 and encouraging effective communication by others, and skill in communicating effectively with various stakeholders having diverse viewpoints concerning Planning Board matters of the highest complexity, visibility or sensitivity.
- D. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships with people having divergent, strongly-held objectives, interests and viewpoints and skill in working as a member or a leader of a team concerning highly complex or highly sensitive matters.
- E. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

### Minimum Qualifications (MQs):

1. A Bachelor's Degree in Planning, Public Administration, Public Policy, Management or any other related field.
2. Ten years of progressively responsible experience that includes substantive work in the range of duties and responsibilities in this class specification.
3. An equivalent combination of education and experience may be substituted, which together total 14 years.
4. 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.

### Working Conditions:

Works in an office setting; may work outdoors briefly on an incidental basis. Work is primarily sedentary and requires very light to light physical effort. May be subject to various job demands such as high volume of work and tight deadlines.