

## **The Maryland-National Capital Park and Planning Commission**

TITLE: Planning Program Division Chief      GRADE: 38      DATE: 6/3/2024  
SERIES: Planning      CODE: 2239      EEO Official Administrator      FLSA: Exempt

### Class Definition:

Under general direction, leads and manages a recognized Planning Division on a department-wide basis consisting of a planning program that supports the overall mission of the Department; such as community planning, development review, countywide planning, functional planning, research, demography, studies and park planning with multiple functions that support the overall mission of the division and Department. Provides direction and leadership, organizes and coordinates recommendations and decisions for the Planning Board and County Council's consideration. Reports to and works closely with Planning Director or Deputy Planning Director in providing strategic development and implementation of division directives. Interprets county planning policy to develop and administer plans for land use, development, public facilities, functional management and parks. Oversees the regulatory review process, which may include the review of regulatory and zoning applications, permits, mandatory referrals, records plats, forest conservation, plans and inspections; and represents the Planning Board and department as a liaison with citizens, community and business groups and other governmental agencies. Oversees the master, sector, and functional plan processes, including analysis, outreach, preparation of recommendations, and plan drafting; and the preparation of studies to support master, sector, and functional plan efforts. Plans the work of, and organizes and manages, the Division through subordinate unit managers and staff. Controls all Division resources. Interfaces with other chiefs, the public, other government agencies, the Planning Board, and the County Council. Represents the Department and its efforts in front of the Planning Board, County Council, and the public. Develops, manages and defends division budget and special projects. Works closely with the Planning Director and Deputy Director to set overall objectives for the Department. Leads the Division's management leadership team and serves as a key member of the Department's management leadership team. Provides technical direction to staff on methodologies, issues, approaches, designs and recommendations. Work has substantial Department-wide management impact; this includes high profile or high stakes matters and best practices of doing business. Some work is highly confidential and highly sensitive. Applies extensive knowledge of broad principles, practices, policies, procedures and techniques of planning, engineering, architecture, landscape architecture, transportation, urban design, research design, environmental resilience, historic and cultural resources; as well as knowledge of research and statistical analysis techniques, budgetary process and program management and administration to ensure products and services are effective. Performs intensive analyses and makes probing assessments of multiple, interactive variables, including uncertainties, to determine effects. 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. 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 strategic and effective planning products and services including soundness of management advice and achievement of Division goals and objectives. Incumbent is expected to keep the supervisor informed and to seek assistance only for highly complex or very sensitive matters. Work is expected to be highly effective and is evaluated in terms of achievements,

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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%)

- Plans and manages division operations and programs; interprets and implements planning policy established by Planning Director, Planning Board and elected officials. Defines goals and objectives; develops programs, internal policies and procedures and sets standards. Provides technical direction to staff on methodologies, issues, approaches, designs and recommendations; conducts regular staff meetings to inform personnel about division goals and schedules and any changes to departmental and Commission-wide policies. Reviews and approves major planning projects; plans weekly agenda items and attends meetings for Planning Board. Coordinates and negotiates plans with other Commission units and government agencies.
- Performs a full range of supervisory human resource (HR) management functions Division-wide. 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%) – assigned functions vary by position

- Oversees master plan development and implementation of comprehensive master planning, park planning and development review processes; serves as authority for decisions throughout master plan process. Serves in lead decision-making role for mandatory referrals, special exceptions, conditional uses, variances, zoning text amendments, subdivision regulation amendments and local map amendments. Facilitates the development of new master plans, serving as the authority for decisions throughout the master plan process. Guides a team of planners and subject matter experts to determine the scope of a plan, perform analysis and prepare recommendations related to land use, design, transportation and the public infrastructure necessary to support additional density.
- Oversees regulatory review processes; assigns lead reviewers, reviews staff reports and facilitates conflict resolution among staff, applicants, agencies and public. Ensures staff recommendations are compliant with applicable county and state laws and policies; schedules cases before the Planning Board and provides oversight so that deadlines are met, and cases are not postponed.

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- Oversees the coordination and implementation efforts for post approval of regulatory applications including certified plans, record plats, data research and building permit monitoring, and forest conservation. Ensures plans are compliant with approvals by the Planning Board.
- Develops, manages and defends division budget; prepares annual budget request for division. Reviews and controls expenditures in accordance with approved budget; administers and controls grant-funded programs or projects. In coordination with the budget manager for the department, prepares and defends the budget needed by the division for the following fiscal year. Advocates for the budget before the Planning Board, County Executive and County Council. Once a budget has been adopted, ensures that division expenditures are in line with division budget. Oversees and coordinates the implementation and budgeting for placemaking activities.
- Manages and coordinates special projects; such as proposals designed to produce new legislation for innovative development techniques and a variety of other subjects.

### **3. Other (±15%)**

- Represents the Planning Board and department as liaison with citizens, community groups, business groups, County Council, County Executive and other government agencies. Receives information, seeks cooperation, presents plans, answers questions, responds to requests, and resolves complaints pertaining to division operations regarding planning laws, policies and procedures.
- Provides recommendations related to Commission work program goals; meets with or assigns staff to meet with Director, policy makers or Planning Division staff to identify needs, establish policies and procedures, and offers decisions regarding planning projects and associated administrative matters (e.g., budget, personnel, facilities) within Department.
- Serves as a member of the Department's management leadership team. Leads the Division's management leadership team. Identifies, recommends and implements new work methods, policies and procedures to enhance productivity and effectiveness. Works with all Division Chiefs within the Department, and works with broader scope and higher-level management teams as well as interagency teams, to resolve problems, enhance inter-staff or interagency teamwork, develop and implement Department- and Division-wide changes in policies and procedures, and implements the work programs of the Department and the Division.
- Maintains Division records, writes periodic reports. Ensures items are scheduled in a timely manner on Planning Board agendas and attends agenda meetings.

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### Important Worker Characteristics:

- A. (1) Extensive knowledge of (a) broad principles, practices, policies, procedures and techniques of planning; (b) Commission organization and county planning policies, procedures and regulations\*; (c) County government organization\*; (d) county geography and planning history\*; (e) engineering; (f) architecture; (g) landscape architecture; (h) urban design; (i) transportation; (j) land use; (k) environmental resilience; (l) historic and cultural resources; and (m) diversity, equity and inclusion practices;  
(2) Knowledge of (a) research design and statistical analysis techniques; (b) budgetary process; and (c) 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) budgeting, using capital and managing resources to accomplish work, and (3) managing unit work and supervising employees at the first or second level of supervision, or ability to rapidly acquire this knowledge/skill set; this includes knowledge of, and skill in applying, HR management and EEO principles and practices.
- C. Skill and ability to (1) implement strategic processes, procedures and protocols; (2) conduct complex data analyses, technical reports and correspondence; (3) manage work programs and projects; and (4) manage consultants, contracts and budget.
- 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 identifying subtle aspects of problems and developing solutions. Examples include administering and coordinating a divisional planning program; coordinating and managing projects and deadlines; and 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 division and 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.

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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, Economics or any related field.
2. Eight (8) years of a broad range of planning or regulatory related experience that includes four (4) years of lead or supervisory experience.
3. An equivalent combination of education and experience may be substituted, which together total twelve (12) years.
4. May require a valid driver's license (depending on area of assignment) 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:**

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.