

## The Maryland-National Capital Park and Planning Commission

TITLE: Planning Supervisor

GRADE: 32

DATE: 2/16/2021

SERIES: Planning

CODE: 2246

EEO: Professional

FLSA: Exempt

### Class Definition:

Under general direction, manages a recognized Planning Unit that involves work of significant complexity, responsibility and technical expertise to plan for functions such as, but not limited to, land use, development, public facilities, transportation, trails or parklands. Oversees multifaceted projects and studies that involves supervision of a Unit team and coordination with other department staff, county agencies, community groups, customers, and private sector consultants to ensure objectives are achieved. Performs related management work by analyzing diverse subjects, emerging issues, complex or contentious matters, extensive coordination or similar types of complications or implications in various major work areas of a Planning Unit and budget (e.g., master plans, sector plans, park and trail plans) and ensures appropriate information is incorporated into correspondence, documents and reports. Attends meetings and presents difficult and controversial issues to County Council, Commission, Planning Board, District Council, Zoning Hearing Examiner, Elected and Appointed Officials, and other stakeholders that require negotiation and sensitivity. Manages complex theories and concepts requiring the ability to theorize unknown situations and determines methodologies, approaches, or alternatives to be used to achieve program objectives. Oversees and ensures site inspections are conducted and field observations are incorporated into recommendations. Solves complex and politically sensitive issues, challenges. Ensures completeness, soundness, sufficiency of reviews and analysis of plans (e.g., development, preliminary subdivision), applications, special exceptions, proposals, referrals, and amendments. Serves as member of the division's management leadership team and as an internal consultant on planning management matters by applying expertise in functional domain. Provides technical guidance and expertise to other staff working on project team. On a regularly recurring basis, the work has important impact, primarily department-wide, on planning management programs or systems. Some work is highly confidential and highly sensitive. Applies extensive knowledge of, and skill in, depending on the area of assignment, the principles and concepts of planning in one or more of the following area(s), including, but not limited to, transportation, architecture, landscape architecture, economics, zoning, land use, land development, engineering, environmental science, urban design, record plats, parks and recreation, trails, demographics, archaeology, history and public facilities; as well as research techniques and statistical analysis, community and economic development, planning regulations and processes, and program management and administration to ensure work products and services are effective. Independently performs various types of research and analyses (e.g. data, operational and supervisory) and solves difficult, complex and challenging problems to ensure accuracy, adequacy and effectiveness in assigned functions. Interacts with people inside and outside the organization, including the public, 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.

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Work is assigned in terms of functional responsibilities, goals, priorities and resources. The incumbent plans and manages all unit work within this framework and is held accountable for provision of effective planning products and services including soundness of management advice and achievement of unit goals. The 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, teamwork, customer service and such other factors such as use of skill and ingenuity in overcoming technical and non-technical problems including intra- and interdepartmental coordination.

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

#### 1. Unit /Staff Supervision (±70 %)

- Manages the assigned work program and unit. Keeps unit staff informed of Commission policies and procedures; establishes work program goals and objectives; sets work standards; and enforces work rules. Plans, schedules, assigns, and reviews the work of the unit. Provides input for, recommends and administers approved unit budgets (controls expenditures); manages unit staff and other personnel in support of programmatic objectives and operational requirements. Monitors work operations; ensures oversight of the work of consultants and contractors.
- Performs a full range of supervisory human resource (HR) management functions, unit 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 performance objectives and expectations, and evaluates performance.

#### 2. Quality Assurance/Quality Control Related (±15%)

- Procedures and Work Program. Coordinates and negotiates matters relating to unit programs assigned with other Commission units and government agencies. Participates in analysis of demographics, creates assessments and identifies or weighs options (through quantitative and qualitative measures) for response. Analyzes and works at the tactical and strategic level on work programs and processes, provides advice and recommendations to enhance or integrate approaches or operations.
- Plans and Projects. Provides advice, interpretations and guidance of reviews; analyzes plans, applications, special exceptions, proposals, referrals, and amendments to feasibility studies; reviews proposed scope; may lead or produce master, sector, functional, trail or park plans. Manages planning analysis and recommendations related to land use, design, transportation and public infrastructure necessary to support additional density; confirms feasibility studies are performed and environmental or economic issues are analyzed.

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Ensures site inspections are conducted and field observations are incorporated into recommendations; applies knowledge of planning standards, codes and plans to develop alternatives to resolve identified planning challenges. Oversees work with interested parties to negotiate solutions; provides guidance for internal projects through local, state and federal agency reviews and serves as liaison to review external public or private projects. Supervises program requirements and concept plans.

- Research and Planning Studies. Manages staff that conducts difficult, sometimes controversial planning and feasibility studies that involve research using planning data (e.g., demographic, health, transportation, plants, wildlife, air quality, sewage treatment, storm water runoff, water quality, trail, park). Ensures field studies are performed and the development of analysis that presents context, methodology, findings and recommendations for policy makers and public. Oversees the maintenance of databases and analyses of data through use of complex computer-based models to prepare complex statistical analyses, forecast trends, and community and fiscal impacts. Evaluates impacts generated from feasibility studies or needs analysis and provides expert review of data collected in formulating planning recommendations.
- Planning Reports and Presentations. Manages and supervises staff on complex planning studies that impact planning policy, ordinances, and procedures. Conducts advanced professional planning projects, master plans, concept plans and studies of a very difficult nature either independently or as supervisor of inter-departmental or multi-agency team; explains technical planning issues and concepts to support research conclusions and recommendations. Oversees the development and design of presentations, charts, graphs, maps, statistical data, and other exhibits as appropriate. Manages the drafting of specific plan chapters and work of assigned resource team members on contributions to writing plan elements. Ensures projects are scheduled on Planning Board agenda; supports presentations and recommendations to Planning Board, County Council, District Council, and Zoning Hearing Examiner. Develops staff to present to a variety of individuals and groups (e.g., Planning Board, County Council, community, business developers) for purpose of communicating planning issues, studies, laws, procedures, recommendations; assists with work products, marketing and outreach.
- Regulatory Review. Oversees compliance with legislative processes governing Planning Board and County Council actions which includes developing and maintaining legislative and detailed milestone schedules, and alerting project manager to upcoming deadlines and requirements. Ensures appropriate criteria is applied for evaluations and required findings are provided for regulatory cases, mandatory referrals and conditional uses; prepares legal opinions for regulatory projects under Board's authority and forwards for legal review.

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- Community Response. Coordinates planning related issues with community leaders, public officials, staff from other divisions and representatives from County, State and Federal agencies. Serves on county and state committees that exist for the purpose of promoting, reviewing or coordinating various aspects of the planning function and programs or whose activities may impact the planning function. Develops formal and informal partnerships. Presents materials and serves as spokesperson to other recognized government, academic and private sector organizations within field of expertise in order to educate and promote programs.
- Planning Board, County Council and Other Officials. Works with Planning Board, County Council, and other high-level public officials and commissions to resolve planning related public policy issues on a regular basis within area of expertise. Authors policies for action by public officials. Defends planning programs, concepts and policies to the Planning Board, District Council, Zoning Hearing Examiner and before other judicial bodies. Serves on staff advisory or working groups to revise facility capacity study methodology and criteria.

### 3. Other (±15%)

- Manages budget for unit and programs. Plans, develops, administers and monitors budgetary expenses. 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 and with broader scope and Commission management teams as well as interagency teams, to resolve problems, 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. Responds to sensitive and complex inquiries or requests for information from citizens, developers, engineers, architects, and attorneys about proposed developments, Planning Board actions, laws and regulations. Serves as regular source of expertise within recognized planning discipline in deliberations of the Planning Board, County Executive, and County Council.
- Attends public hearings and community meetings representing the department. 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 the community, elected officials and key stakeholders. 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

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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. Confirms the maintenance of webpages and the preparation of social media material.

- Uses a computer and modern office suite software (such as MS Office), enterprise software and specialized software for planning, scheduling, communicating, word processing, budgeting, manipulating data, preparing presentations, reporting time and attendance, requisitioning, researching, and performing other functions.

### Important Worker Characteristics:

- A. Extensive knowledge of, and skill in (1) depending on the area of assignment, the principles and concepts of planning in one or more of the following areas: transportation, architecture, landscape architecture, economics, zoning, land use, land development, engineering, environmental science, urban design, record plats, parks and recreation, trails, demographics, archaeology, history and public facilities; (2) research techniques and statistical analysis; (3) current planning literature, and best practices in public sector planning; (4) GIS applications and uses; (5) land use laws; (6) Local, State and Federal codes, regulations and industry standards\*; (7) county geography\*; (8) community and economic development; (9) planning regulations and processes\*; (10) parks systems; (11) program management and administration; and (12) Commission organization, policies, and procedures\*.

*\*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 skill set; this includes knowledge of, and skill in applying, HR management and EEO principles and practices.
- C. 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 making recommendations and developing solutions. Examples include applying difficult principles and concepts of the planning field of study to resolve problems; researching and analyzing data and information to develop recommendations and conclusions for plans, policies, regulations, reports, papers, correspondence; achieving planning goals; and exercising sound and independent judgment within general policy guidelines.

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- D. 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, in some situations, agree, comply or take other desired actions. This includes skill in actively listening to ascertain key information, including perspective, concerns, wants and needs of others, and in coordinating to obtain desired results including agreement or compliance. Examples include communicating a wide variety of complex planning information to diverse groups in an easily understood manner; negotiating effectively among varying viewpoints; developing and presenting effective presentations on planning issues; and demonstrating strong interpersonal and public relation skills to work effectively with various officials, staff, citizens and customers.
- E. 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. Example includes overseeing public engagement efforts in association with duties.
- F. 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, Parks and Recreation, Transportation, Urban Design, Engineering, Environmental Science, Public Policy, Economics or any related field.
- 2. Six (6) years of progressively responsible professional level planning experience that includes supervisory or project leadership and coordination experience.
- 3. An equivalent combination of education and experience may be substituted, which together totals ten (10) years.
- 4. 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:

Primarily works 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. Driving to attend various meetings and conduct site inspections. Subject to various job demands such as high volume of work, tight deadlines and extended hours.