

## The Maryland-National Capital Park and Planning Commission

**TITLE:** Deputy Planning Director  
**SERIES:** Planning

**GRADE:** L **CODE:** 4343  
**DATE:** 1/13/88  
**REV:** 3/13/89

### Class Definition

Under administrative direction, performs professional planning and administrative work of unusual difficulty over a broad range of policies, administrative matters, and functions within the planning department; coordinates planning department programs with relevant local, state, and federal agency policies; supervises staff activities as assigned by the Planning Director; acts for the Planning Director in his/her absence; and performs related work as delegated.

### Examples of Important Duties

1. Assists in overall coordination of departmental work programs and the formulation of planning policies as assigned by the Planning Director.
2. Supervises staff activities as designated.
3. Represents planning department on various task forces, committees, and inter-agency groups, as relevant.
4. Monitors local, state and federal policy and program developments affecting county planning policies and programs as assigned, and advises the Planning Director on appropriate policies, studies and actions in response thereto.
5. Advises with respect to a broad range of policy and administrative matters coming before the planning department from citizens, private developers and other government officials.
6. Coordinates program activities among other divisions and agencies.
7. Acts for Planning Director in his/her absence.

### Important Worker Characteristics

- A. Considerable knowledge of; (1) the principles, practices, methodologies and techniques of public planning and public administration; (2) the principles employed in a wide range of planning disciplines; (3) laws and ordinances governing the

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Important Worker Characteristics (Continued)

planning process and their application; (4) principles and practices of organization and management; (5) administrative practices and procedures; (6) supervision.

- B. Ability to: (1) organize and direct professional and support personnel engaged in technical planning activities; (2) make difficult presentations on controversial matters involving explanation of highly complex issues; (3) establish and maintain effective working relationships with a wide variety of public and private groups; (4) communicate effectively both orally and in writing.

Minimum Qualifications

1. Master's degree in planning, parks, architecture, engineering, environmental science, or related subjects; and
2. Ten years of a broad range of planning experience that included two years at the managerial level; or
3. An equivalent combination of education and experience.

Working Conditions

Works in office. High stress environment.