

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

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

**GRADE: L CODE: 4344**  
**DATE: 1/13/88**

### **Class Definition**

Under administrative direction, plans, organizes, and directs a County planning department to perform a wide range of professional planning work of unusual difficulty and complexity. Exercises unusual professional, technical and managerial skills in developing programs and policies of major significance to the present and future development of the County and the region; promotes the development of the public planning process by encouraging the application of advanced planning concepts and methodologies to resolve public policy issues of development and growth. Performs other related duties as assigned.

### **Examples of Important Duties**

1. Plans and executes through subordinates all work programs of the department. Reviews work program progress through conferences and reports and approves changes in scheduling, organization or staffing, as necessary to meet objectives. Exercises general directions over all activities and provides top-level coordination of the planning function with planning authorities, various public agencies at all levels, legislative bodies, the local development industry and private citizens. Introduce, innovative planning concepts requiring the application of new methodologies and approaches and the use of advanced analytic techniques to explore and resolve complex aspects of community growth. Approves or formulates major policy planning recommendations that address controversial, current and long-term growth issues.
2. Plans, schedules, assigns and evaluates work of Planning Division Chiefs. Approves all personnel actions and implements staff development and other personnel programs.
3. Oversees and directs the preparation of the annual departmental budget request. Reviews and approves needs of divisions. Submits request to budget authorities. Controls expenditures in accordance with approved budget.
4. Makes frequent presentations to planning authorities and legislative bodies to explain proposals of wide and lasting significance to county growth and development.
5. Negotiates at the highest levels with other government officials and private parties on proposals, contractors, agreements, and issues of inter-agency coordination.

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### **Examples of Important Duties** (Continued)

6. Supervises and coordinates intra-departmental administrative procedures related to reporting, purchasing, personnel, fiscal accounting, and related matters.
7. Attends professional conferences to identify new concepts, creative new methods and technology which might be useful to the department.
8. Directs and prepares position papers on technical planning issues, planning administration, management and public policies.

### **Important Worker Characteristics**

- A. Extensive knowledge of (1) the principles, practices, methodologies and techniques of public planning and public administration; (2) planning administration at the county level of government; (3) laws and ordinances governing the planning process; (4) principles and practices of organization and management, including budgeting, personnel management, purchasing and applicable administrative systems and procedures.
- B. Ability to (1) direct a professional planning organization engaged in varied and complex activities; (2) formulate policy recommendations and sound alternatives; (3) communicate effectively, orally and in writing, on highly technical subjects; (4) establish and maintain effective working relationships with a wide variety of public and private groups and with individuals.

### **Minimum Qualifications**

1. Master's degree in planning, parks, architecture, engineering, environmental science, or related subjects; and
2. Twelve years of progressively responsible and broad-ranged planning experience; that included four years of planning experience at the managerial level; or
3. An equivalent combination of education and experience.

### **Working Conditions**

Works in office. High stress environment.

