PLANNING MANAGER

GENERAL RESPONSIBILITIES

Manages comprehensive planning activities and provides project leadership on special county studies in accordance with Federal, State, and local laws, within the goals and objectives of the Department of Comprehensive Planning.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Perform supervisory responsibilities in accordance with the current Carroll County Personnel Ordinance, County policies and applicable laws
2. Formulate goals, policies, programs, procedures, and work schedules
3. Assign duties and examines work for exactness, neatness, and conformance to laws, policies, and procedures
4. Provide project management, participate in work groups and attend public meetings
5. Apply principles, practices, laws and regulations for planning, zoning, and land development
6. Interpret and analyze legal documents and determines impact of legislation
7. Develop planning concepts and prepare plans, strategies and policies for approval of Carroll County Planning and Zoning Commission and adoption by the Board of County Commissioners
8. Work with Board of County Commissioners and state/local/municipal agencies in planning issues and projects
9. Conduct surveys and field studies, compile data and develop reports for comprehensive, area and project plans
10. Lead development and updates of comprehensive plans, area plans, transportation plans, zoning ordinances, and project plans
11. Develop and implement citizen participation groups
12. Provide regional transportation planning coordination with Baltimore Metropolitan Council and participate in other Boards and Commissions as assigned
13. Provide employee training and development
14. Address errors and complaints
15. Perform related duties as to specific assignments
16. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
17. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

EDUCATION AND EXPERIENCE

1. Master's degree in urban, regional or community planning or related field
2. Four years experience professional land use experience, including supervisory experience
   A comparable amount of training and experience may be substituted for the minimum qualifications.
KNOWLEDGE, SKILLS AND ABILITIES

1. Read, analyze, and interpret business and technical procedures and governmental regulations
2. Make persuasive presentations on complex topics to top management, public groups and/or boards, and employees
3. Write and edit reports, correspondence, procedures and other required documentation
4. Define problems, collect data, establish facts and draw valid conclusions
5. Use computer software programs and/or other applications
6. Organize, prioritize, and manage multiple projects and programs
7. Apply complex mathematical concepts and formulas
8. Work with detail, problem solve, and communicate problems