

PLANNING DIRECTOR

DEFINITION OF WORK

Under general direction of the City-County Planning Board and the City and County Managers, performs complex professional and administrative tasks, provides leadership and direction to the activities of the planning department; does related work as required.

EXAMPLES OF WORK

Serves as department head within the structure of City and County governments; prepares the annual work program defining the objectives of the department within the goals of the City and County governments; determines the priorities of work and makes work assignments necessary to carry out those priorities; establishes the staff organization within the department and designates personnel to serve in the units of that organization; prepares the annual budget of the department within guidelines established by the City and County managers; directs the preparation and maintenance of the Forsyth County Comprehensive Plan; attends a wide variety of public and other meetings and advises City and County managers, other public officials and private interests on planning matters; consults with officials of all local governments in Forsyth County, as well as State and Federal governments in order to coordinate countywide comprehensive planning; prepares the Planning Board agenda and presents development issues and plans; advises public and private sectors in developing new planning concepts, plans, projects or programs; prepares and delivers speeches, articles, reports and other presentations dealing with planning and development of the community.

EMPLOYMENT STANDARDS

Education and Experience: Masters degree in planning, public administration or related field required with extensive experience in professional planning including proven leadership ability and experience. AICP certification required.

Knowledge, Skills and Abilities: Extensive knowledge of the advanced principles and practice of urban and regional planning and their relationship to land use and transportation planning, economics, municipal finance, and sociology; extensive knowledge of principles of leadership; thorough knowledge of current literature and recent developments in the field of urban planning; considerable knowledge of the principles and practices of subdivision design and land planning; ability to analyze technical and statistical information and to effectively communicate recommendations based on that analysis, both orally and in writing; ability to use computers and other technology effectively; ability to establish and maintain effective working relationships with employees, officials of other agencies, and the general public.