

MAJOR FUNCTION

This is responsible administrative and professional work in managing and directing both the Tallahassee-Leon County Planning Division and Blueprint 2000. The director is responsible for planning, directing, supervising and coordinating all activities and personnel of the Tallahassee-Leon County Program of Planning Division and the Blueprint 2000 Intergovernmental Agency. Work is performed in accordance with broad directives from City and County Commissions, the County Administrator and City Manager. The incumbent is under administrative direction of the City Manager and the County Administrator or their designee. The incumbent must exercise considerable independent judgment. Work is reviewed through conferences and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Tallahassee-Leon County Planning Division: Directs the development and maintenance of a unified area-wide planning program for two governmental jurisdictions (City of Tallahassee and Leon County). Assigns, directs, plans, organizes and reviews the activities of professional, technical and clerical personnel engaged in the compilation, analysis and interpretation of data and preparation of reports and recommendations affecting community planning and development. Recommends and responds to priorities set by the City and County Commissions for long-range and current planning to ensure that planning activities comply with state and federal laws. Attends meetings of the City Commission, County Commission, MPO, and Planning Commission as needed to provide staff support and direction. Meets with staff from other departments to evaluate and recommend policy (e.g., target issues, major projects). Provides policy direction and oversight to staff through review and approval of agenda material. Directs and supervises all activities of the Planning Division including administration, comprehensive and transportation planning, special projects and land use administration. Amends and administers The Comprehensive Plan for Tallahassee and Leon County within established policies. Directs, plans, and supervises division budget and work programs. Directs and supervises special projects and studies. Serves as technical advisor to the City Manager, County Administrator, City and County Commissions and department directors on planning and planning related problems. Coordinates Planning Division activities with the activities of other City and County departments and independent and public agencies.

Blueprint 200: Manages the planning, design, land acquisition, permitting, scheduling, construction, coordination, contract management, and public relations activities for a variety of public works projects, including but not limited to: street construction, storm water drainage and management systems, parks and recreational construction, acquisition of environmentally sensitive lands, and related projects. Monitors and resolves environmental issues that may be related to the aforementioned projects. Supervises, directs and assists employees, contractors and consultants in their assigned work, as necessary, with regard to applicable phases of the aforementioned projects. Coordinates the selection and fee negotiation processes for engineering and architectural consultants and supervises resulting contracts, including the inspection and approval of work performed. Finances capital projects through the sale of bonds, including preparation of necessary documents, presentations to bond rating agencies, and actual sale of the bonds. Safeguards and invests uncommitted bond proceeds. Leverages tax revenue and processes applications for external funding, grants, loans, etc. for program projects. Prepares and files required documents with appropriate local, state and federal officials as are customary or required by applicable regulations. Serves as liaison and facilitates communication and resolves any disputes between contractors and the Blueprint 2000 Intergovernmental Agency (combined City and County Commissions). Serves as liaison to various governmental and citizen advisory boards, and with public and private groups regarding Blueprint 2000 project initiatives, as appropriate. Prepares and submits agenda items, status reports, and other informational items to the City Manager, County Administrator and the Blueprint 2000 Intergovernmental Agency as necessary.

Other Important Duties

This position is charged with coordinating all programs and projects of Blueprint 2000 with planned and proposed City and County initiatives. Director will attend various meetings; represent the City and County in meetings with public and private groups. Gives advice to and cooperates with City and County officials in connection with new or contemplated capital improvements and programs and may assist in the coordination of construction projects with long-range capital improvement programs. Provides budgetary requirements to City Manager and County Administrator for projects, authorizes and monitors expenditures. Hires, transfers, promotes, adjusts grievances, disciplines and dismisses employees. Conducts performance evaluations and approves or disapproves merit increases. Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of the organizational characteristics, services and activities of a comprehensive City/County planning program. Thorough knowledge of budget preparation and control. Thorough knowledge of management practices as applied to the analysis and evaluation on programs, policies and operational needs. Thorough knowledge of the principles, methods, practices and theories of urban and rural planning. Thorough knowledge of laws and ordinances, regulations and statutes that govern the urban planning function. Considerable knowledge of the principles of supervision, training and performance evaluation. Ability to supervise professional, technical and clerical employees. Ability to present technical information clearly and concisely to lay groups and the public, both orally and in writing. Ability to establish and maintain effective working relationships with other employees, City and County officials and the public. Ability to administer and participate in complex planning studies and to analyze information and formulate substantive recommendations based on such studies. Ability to supervise and perform technical research. Demonstrates interpersonal facilitation and communication skills. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a master's degree in public administration, urban and regional planning, business administration, or a related field and six years of professional and administrative experience that includes urban, county and/or regional planning or capital infrastructure development; or an equivalent combination of training and experience. Three years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

An incumbent of this job classification will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

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