



JOB DESCRIPTION
MANAGER OF COMPREHENSIVE PLANNING
PLANNING

NEWPORT NEWS, VA
CITY OF OPPORTUNITY

Human Resources Department
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GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for the oversight and management of the Comprehensive Planning Division. Reports to the Director.

ESSENTIAL JOB FUNCTIONS

Prepares and oversees the preparation, updating, maintenance and implementation of the City's Comprehensive plan; develops and implements new comprehensive plan processes. Serves as a liaison to various boards, committees and agencies such as the U.S. Census Bureau, Hampton Roads Planning District Commission, Hampton Roads Metropolitan Planning Organization/Transportation Planning Organization and other agencies as assigned. Provides planning services as well as statistical and demographic information for other departments as needed. Prepares and oversees the preparation of area, neighborhood and park plans as well as special projects and studies.

Responsible for the effective supervision and administration of the division including selection, training, performance management, employee relations, prioritizing and assigning work and related activities.

Coordinates, develops, and recommends short and long-range plans pertaining to the management and maintenance of the Comprehensive Planning Division; develops and recommends policies and procedures; recommends internal branch organization; and establishes and implements management systems to effectively meet operating goals and objectives. Responsible for resolving inquiries, problems and complaints submitted to the Director's Office by Federal and State agency representatives, local officials with jurisdiction within the regional service area, customers, and employees.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Planning - Thorough knowledge of advanced planning principles and practices to include comprehensive planning, transportation, land use, community facility planning and urban design. General knowledge of engineering and economic principles as they apply to urban planning.

- Customer Service – Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Supervision - Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.

REQUIRED SKILLS

- Judgment/Decision Making – Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- Critical Thinking - Using logic and reasoning to understand, analyze, and evaluate complex situation and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, and outside agencies. Effectively responds to and resolves complex inquiries and disputes.

REQUIRED ABILITIES

- Coordination of Work - Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine and establish priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.
- Mathematics - Ability to perform arithmetic, and statistical calculations in the analysis and reporting of data.
- Communication - Ability to communicate ideas and proposals effectively, including the preparation of reports. Ability to listen and understand directions, information and ideas presented verbally and in writing. Ability to handle a variety of customer service issues with tact and diplomacy and in a confidential manner.

EDUCATION AND EXPERIENCE

Requires a Bachelor's Degree in Planning or a related field and 5-7 years of professional planning experience with 2-3 years of supervisory experience, or an equivalent combination of education and experience. A Master's Degree in Planning or a related field is preferred.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and a valid driver's license with an acceptable driving record.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.