

## **Planning Director**

**Job Posting Date:** September 12, 2017

**Application Deadline:** October 13, 2017

**Location:** County of Monroe, Michigan

### **Agency Profile:**

In addition to the activities that are mandated by ordinance or statute, the Planning Department performs a wide range of services and activities, including research, coordination, support, management, and programming in relation to County government. In particular, many requests for administrative assistance from the County Board of Commissioners and the County Administrator are fulfilled, including grant application/management, supporting economic development activities and special studies.

### **Summary:**

Work is performed under the general direction of the County Administrator/CFO and the Planning Commission. Administers planning and planning related activities permitted by State and County enabling legislation and formulated by the Planning Commission. Formulates an annual proposed work plan, prepares a departmental budget and monitors budget expenditures. Provides planning assistance to local units of government and serves as an information resource to county and local officials and the general public. Represents the County and the Planning Commission on various local, regional and State committees and councils including economic development activities.

### **Employment Qualifications:**

**Education:** Master's Degree in Urban Planning, public administration, or closely related field.

**Experience:** Five years of progressively more responsible planning experience including two years in a supervisory position.

### **Other Requirements:**

- Valid Driver's License
- AICP Certification preferred.

### *Knowledge of:*

- Relevant equipment to the position held including electronic equipment, computer hardware and software including applications and programming.
- Principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal and human life.
- Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Principles and procedures for personnel recruitment, selection, and training.
- Business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people and resources.
- Arithmetic, algebra, calculus, statistics, and their application.

- Design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- Practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for service, and evaluation of customer satisfaction.

*Skill in:*

- Motivation, developing and directing people as they work, identifying the best people for the job.
- Using logic and reasoning to identify the solutions, conclusion or approaches to problems.
- Understanding written sentences and paragraphs in work related documents.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Understanding the implications of new information for both current and future problem-solving and decision making.
- Considering the relative costs and benefits of potential actions to choose the most appropriate.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Using mathematics to solve problems.

*Ability to:*

- Combine pieces of information to form general rules or conclusions.
- See details at close range.
- Apply general rules to specific problems to produce answers that make sense.
- Read and understand ideas presented in writing.
- Identify or detect a known pattern and to arrange things or actions in a certain order or pattern according to a specific rule or set of rules.
- Communicate information and ideas in both writing and word of mouth so that others will understand.
- Imagine how something will look after it is moved around or when its parts are moved or rearranged.
- Generate or use different sets of rules for combining or grouping things in different ways.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

## **Physical Demands**

- Ability to enter and access information from a computer.
- Ability to access departmental files.
- Ability to lift and carry cartons, boxes and cases weighing in excess of 75 lbs.
- Ability to sit in front of a computer and bend over digitizing board for long periods of time.

- Ability to give presentations to large and small groups.
- Vision to read printed materials and a computer screen.
- Hearing and speech sufficient to communicate in person or over the telephone.

**Compensation:**

Starting salary \$55,806.40 - \$62,358 annually depending on qualifications, plus fringe benefits

**How to apply:**

An updated resume, copy of transcripts and completed application are required. Apply to [Meagan\\_russell@monroemi.org](mailto:Meagan_russell@monroemi.org) or County of Monroe Human Resource Department, 125 E. Second Street, Monroe, MI 48161.

**All applications must be received by October 13, 2017 in order to be considered.**