

Classification Title: Long Range Planning Administrator

FLSA Status: Exempt

BRIEF DESCRIPTION: Manages and implements the Long Range Planning Program. Develops and implements a comprehensive land use plan for the County’s planning jurisdiction. Provides technical guidance and professional planning efforts with regard to transportation planning, historic preservation and data analysis/modeling.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Develop, manage and implement the County’s land use plan. Guide professional staff. Present plans and concepts to local governments, developers and other stakeholders. Facilitate the review, revision and recommendation of the land use plan and subsequent approval by the Board of Commissioners.
2	S	Develop, manage and implement the County’s transportation plan. Manage contracts for professional planning services. Facilitate the review, revision, recommendation and approval of the transportation plan.
3	S	Manage a professional staff involved in the development of the County’s growth management strategy. Work with local governments, developers and other stakeholders to foster involvement and support.
4	S	Manage historic preservation staff, oversee contract with Capital Area Preservation and ensure the Wake County Historic Preservation Commission is fully staffed.
5	S	Provide analysis and generate reports regarding growth trends in the County.

CLASSIFICATION REQUIREMENTS:

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Education	Master’s degree in Planning, Landscape Architecture or related field.
Experience	Four years of professional experience in planning and development.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	None

CLASSIFICATION REQUIREMENTS	
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Limited Direction.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget expenditures (typically non-discretionary expenditures).
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed and includes overseeing work quality, training, instructing, and scheduling work.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is broad reaching and dynamic and may include the communication of specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Calculators, map plotter, engineer's scale, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None.