



COUNTY OF ERIE

POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: FEBRUARY 22, 2019

CLOSING DATE: MARCH 15, 2019

**TITLE: DIRECTOR OF PLANNING
AND COMMUNITY DEVELOPMENT**

GRADE: NB 18

DEPARTMENT: PLANNING

BARGAINING UNIT: NON BARGAINING

ENTRY RATE: \$27.32 /hour, \$53,274/ Annual Minimum HOURS PER WEEK: 37.5
\$35.65/ hour, \$69,517.50/ Annual Maximum

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountypa.gov AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

Erie County is seeking a creative and dynamic professional to lead the team in the Erie County Department of Planning and Community Development. The region has experienced renewed interest from leadership in both the public and private sectors in the value of planning and the role of local government in shaping the community.

The department is responsible for preparing the Erie County Comprehensive Plan and currently staffs the following programs and organizations: Erie County Land Bank, Erie County MPO and Transportation, Erie County Data Center, Coastal Resources, Greenways, Community Development Block Grant and Affordable Housing, Municipal Assistance Program, Sustainability, SALDO Review, and Comprehensive Plan Consistency Review. Team members are challenged to develop innovative solutions to community development in Erie County by refining existing services or developing additional programs to meet needs of our communities.

DEFINITION OF CLASS:

Responsible for the direction and oversight of the department; Must negotiate and attract funding from state and federal agencies; Considerable independent judgment and initiative are required in designing and implementing programs. Works within the framework of Federal, State and local guidelines carrying out the policies of the County Executive.

DUTIES & RESPONSIBILITIES:

Directs the activities of the department and manages all personnel; Confers with and advises the County Executive on broad policy matters; Plans work programs, assigns work and schedules completion dates of assignments; Trains and develops staff and advises and assists them in the more difficult aspects of their work; Represents the County of Erie in meetings with community leaders, public meetings, and meetings with other governmental agencies. Makes studies of social and economic patterns. Analyzes and evaluates residential land and commercial and industrial patterns and extends technical assistance to community leaders and local municipalities in zoning and subdivision matters.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

KNOWLEDGE, SKILLS, & ABILITIES:

Possesses strong leadership skills and abilities to make meaningful connections with community leaders; Strong negotiating skills; Possesses comprehensive knowledge of the principles and practices of planning; Comprehensive knowledge of laws and regulations related to Planning; Ability to teach team members technical planning skills; Ability to understand challenges of the diverse communities throughout Erie; Ability to establish and maintain effective working relationships with co-workers, personnel of other agencies and the public; ability to plan and supervise the work of others; good judgment and initiative.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

Bachelor's degree in Planning or related field (Master's degree preferred), and at least 7 years of progressively responsible planning experience including at least 5 years' experience as a planning administrator and supervisor.