



# LARAMIE COUNTY

## JOB DESCRIPTION

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<b>TITLE:</b>	Planning Manager	<b>FLSA:</b>	Exempt
<b>DEPARTMENT:</b>	Planning/Development	<b>REVISED:</b>	

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**Summary:** Under general supervision of the Planning and Development Director, supervises day-to-day operations of County planning functions; provides high-level technical, administrative and supervisory expertise to staff, citizens, advisory boards and elected officials in planning-related issues; plans, organizes, manages and conducts long range comprehensive planning projects affecting land use, transportation, and capital facilities; assures the effective coordination of Planning Department activities required to meet Laramie County development goals and objectives.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Directly supervises planning employees including Associate and Senior Planners, Planning Technician and contracted Planning GIS personnel.
- Carries out supervisory responsibilities in accordance with the County's policies and applicable laws including interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Serves as team leader/project manager for project work groups; reviews progress and recommends revisions to priorities and schedules to assure projects are completed in a timely and efficient manner.
- Develops planning goals and objectives for approval by the Board.
- Advises the Planning Director on planning-related matters.
- Interprets planning policies and regulations of the County for citizens, department personnel and elected officials.
- Develops project proposals; identifies the purpose, scope, approach and process for advanced planning projects for review and approval by the Planning Director, and the Board of County Commissioners.
- Serves as the principal project planner for complex planning projects, such as Comprehensive Plan updates, Special Area Development Plans and implementation tool development.
- Develops and maintains a program to analyze planning functions and evaluate the outcome of services provided; formulates plan of action and best practices recommendations, including evaluating the effectiveness of comprehensive plans and development regulations; identifies benchmarks and issues to be addressed, and generates reports as required.
- Coordinates project activities with the Cheyenne-Laramie County Regional Planning Commission.
- Prepares and presents reports to government officials and community groups; attends public meetings and coordinates discussions on regional planning and zoning issues for the Regional Planning Commission, citizen advisory committees and other groups.
- Monitors and reviews regional trends in planning and development, and recommends operational and policy changes.



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### **Knowledge and Skills:**

- Knowledge of County organization, goals, objectives, policies, procedures.
- Knowledge of principles and practices of supervision, training and personnel management
- Knowledge of budgeting procedures and techniques
- Knowledge of proposal preparation, evaluation and contractor selection processes.
- Knowledge of the principles, practices and procedures of community planning and design, community development, zoning, land surveying, code enforcement, and environmental protection.
- Knowledge of Federal, State and local laws, rules and regulations affecting planning, zoning, land use, flood plains, code enforcement and community development.
- Knowledge of project planning and management principles.
- Knowledge of research methods and statistical principles related to urban growth and development.
- Knowledge of floodplain, groundwater, and infrastructure principles.
  
- Skill in providing innovative solutions.
- Skill managing detailed process and highly visible/controversial projects.
- Skill in managing multiple, high-priority assignments.
- Skilled in strong interpersonal skills and developing good working relationships at various levels.
- Skilled in conflict resolution and resolving complaints.
- Strong analytical skills to interpret research data for reports and apply mathematic techniques in practical situations
- Ability to read, understand and comprehend technical and legal materials.
- Ability to work on several projects or issues simultaneously
- Ability to provide effective supervision and staff management
- Ability to manage projects effectively and meet firm deadlines

### **Minimum Qualifications:**

Bachelor's Degree in planning or a planning-related field; AND eight (8) year's professional municipal, urban or regional planning and regulatory experience; four years of supervisory experience; AICP certification; OR equivalent combination of education, training and experience.