

MAJOR FUNCTION

This is responsible administrative and professional work in managing and directing both the Tallahassee-Leon County Planning Division (Planning) and the Blueprint Intergovernmental Agency (Blueprint). The PLACE Director aligns the local efforts to create a livable, sustainable, and economically vibrant community through the coordinated efforts of the PLACE departments. The Director is responsible for planning, directing, supervising, and coordinating all activities and personnel of Planning and Blueprint, which includes both Infrastructure and the Office of Economic Vitality (OEV). Work is performed in accordance with broad directives from City and County Commissions, the County Administrator and City Manager. The incumbent is under administrative direction of the City Manager and the County Administrator or their designee. The incumbent must exercise considerable independent judgment. Work is reviewed through conferences and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES

Essential Duties

Tallahassee-Leon County Planning Division: Directs the development and maintenance of a unified, area-wide planning program for two governmental jurisdictions (City of Tallahassee and Leon County). Assigns, directs, plans, and reviews the activities of professional, technical, and clerical personnel engaged in the compilation, analysis and interpretation of data and preparation of reports and recommendations affecting community planning and development. Recommends and responds to priorities set by the City and County Commissions for long-range and current planning to ensure that planning activities comply with state and federal laws. Attends meetings of the City Commission, County Commission, MPO, and Planning Commission as needed to provide staff support and direction. Meets with staff from other departments to evaluate and recommend policy. Provides policy direction and oversight to staff through review and approval of agenda material. Amends and administers The Comprehensive Plan for Tallahassee and Leon County within established policies. Directs, plans, and supervises division budget and work programs. Serves as technical advisor to the City Manager, County Administrator, City and County Commissions and department directors on planning and planning related problems. Coordinates Planning Division activities with the activities of other City and County departments and independent and public agencies.

Blueprint: Develops policies and procedures for the administration of Blueprint with regard to Infrastructure and OEV projects and programs. Manages a staff consisting of a Blueprint Director, OEV Director, and Blueprint Attorney as well as other necessary and appropriate personnel. Oversees the planning, design, land acquisition, permitting, scheduling, construction, coordination, contract management, and public relations activities for a variety of infrastructure projects, including but not limited to: road construction, stormwater drainage and management systems, parks and recreation construction, bicycle and pedestrian facilities, and related projects. Ensures professional management of economic development projects, programs, and initiatives while leveraging ideas, innovations, and intellectual capital through coordination of the community's economic development partners. Finances capital projects through the sale of bonds, including preparation of necessary documents, presentations to bond rating agencies, and actual sale of the bonds. Leverages tax revenue and process applications for external funding, grants, loans, etc. for program projects. Serves as liaison, facilitates communication, and resolves any disputes between contractors and Blueprint. Serves as liaison to various governmental and citizen advisory boards, and with public and private groups regarding Blueprint project initiatives, as appropriate. Prepares and submits agenda items, status reports, and other informational items to the City Manager, County Administrator, and the Blueprint Intergovernmental Agency as necessary.

Other Important Duties

This position is charged with aligning all programs and projects of Blueprint infrastructure, OEV and Planning with all planned and proposed City and County initiatives. Director will attend various meetings; represent the City and County in meetings with public and private groups. Provides recommendations to City and County officials in connection with new or contemplated capital improvements, OEV programs and projects, and in the areas of long-range land-use, environmental, and transportation planning. Provides budgetary requirements to City Manager and County Administrator for projects and authorizes and monitors expenditures. Hires, transfers, promotes, adjusts grievances, disciplines, and dismisses employees. Conducts performance evaluations and approves or disapproves merit increases. Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of the principles, methods, practices and theories of comprehensive city/county planning, economic development, and infrastructure planning and implementation. Thorough knowledge of budget preparation and control. Thorough knowledge of management practices as applied to the analysis and evaluation of programs, policies, and operational needs. Thorough knowledge of laws and ordinances, regulations, and statutes that govern the practices of the departments within PLACE. Considerable knowledge of the principles of supervision, training, and performance evaluation. Ability to supervise professional, technical, and clerical employees. Ability to present technical information clearly and concisely to the public, both orally and in writing. Ability to establish and maintain effective working relationships with other employees, City and County officials and the public. Ability to administer and participate in complex planning studies and to analyze information and formulate substantive recommendations based on such studies. Ability to supervise and perform technical research. Demonstrates interpersonal facilitation and communication skills. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a master's degree in public administration, urban and regional planning, business administration, or a related field and six years of professional and administrative experience that includes urban, county and/or regional planning, economic development, or capital infrastructure development; or an equivalent combination of training and experience. Three years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

An incumbent of this job classification will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

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