



COUNTY OF SUMMIT, OHIO
CLASSIFICATION SPECIFICATIONS
 An Equal Opportunity Employer

TITLE: Comprehensive Planning Administrator

CODE: 26093

Pay Table: C3

Pay Grade: 6

EEO Category:

FLSA Status: Exempt

Officeholder(s) using this spec: EXE

Minimum Hourly Rate:

Midpoint Hourly Rate:

Maximum Hourly Rate:

Date Adopted: 03-02-04

Date(s) Revised: *Pending Approval*

JOB RESPONSIBILITIES:

Under general direction; administers the County of Summit comprehensive program of planning and research for development of standards and plans for the Community and Economic Development Programs and for other political jurisdictions; prepares analysis for demographic and variable growth plans and provides recommendations to the County of Summit Planning Commission; represents the department in meetings, boards, committees and the public; performs electronic applications plan review and analysis.

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below.

Bachelor's degree in planning, geography, public policy, public administration, sociology or a related discipline, plus ten (10) years experience in Federal, State, County, Municipal planning as a government or consulting firm employee. Preferred Master's degree plus ten (10) years of experience.

NOTE:

Required certifications, registration, license, and other special requirements of the position (e.g. safety hazards, ability to travel to and access the various work sites, etc.).

ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)

Percent of Time	Priority	Duties
60	1	Reviews and makes recommendations to the County of Summit Planning Commission for Township zoning text and map amendments; reviews site plans and subdivisions; develops comprehensive development, special area and project plans utilizing expertise in local, county, and state development standards and knowledge of community development standards and knowledge of community development,



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flood insurance, historical preservation, economic development and physical/ socioeconomic factors for land development; prepares analysis for justification of demographic and variable growth possibilities; implements feasible programs;

- 20 2 Represents the department and appointing authority and speaks at various community group and other meetings (e.g., political, legislative, community groups, professional associations, conventions, budget committee, etc.); meets with officials, taxpayers, attorneys, and others regarding procedures and services of the agency; serves on assigned boards and committees; presents reports and makes oral presentation to the County Planning Commission.
- 15 3 Monitors compliance with County of Summit Subdivision Regulations (e.g. organizes follow- up steering committee meetings and submits and submits reports and data in consideration of the recommendations, other compliance issues and formulation of revisions to the regulations if necessary, etc.); administers the State Clean Ohio Program (e.g. provides research, technical assistance, administrative support, planning, analysis, implementation, evaluation and methodology review, etc.); serves as a direct liaison between state agencies during application and review periods; attends various seminars and work shops to maintain staff proficiency; prepares and conducts training for local government entities concerning state and county related programs.
- 5 4 Introduces and lobbies for new legislation as requested by the department and Appointing Authority, (e.g. writes legislation affecting office operation, county and township planning studies, etc.).

KNOWLEDGE, SKILLS AND ABILITIES (* Indicates developed after employment)

KNOWLEDGE OF: (a) department goals & objectives*, (b) federal, state, & local laws pertaining to agency operations, (c) government structure & process, (d) department policies & procedures*, (e) computer program applications in performance of job functions, (f) statistical analysis, (g) research methods (regional land use, transportation, utility infrastructure, natural resource, planning), (h) training & development, (i) public relations, (j) management decision making.



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ABILITY TO: (k) define problems, collect data, establish facts & draw valid conclusions, (l) use proper research methods in gathering data, (m) communicate effectively, (n) prepare meaningful, concise, & accurate reports, (k) prepare & deliver speeches before specialized audiences & the general public, (n) apply statistical analysis accurately.

SKILLS: (o) operation of P/C in program applications.

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