

RESOLUTION NO. 2009-146

SPONSOR Mr. Pry

DATE April 27, 2009

COMMITTEE Personnel

A Resolution approving the revision of the Classification Specification for the classified position of Comprehensive Planning Administrator #26903, to eliminate the requirement for A.I.C.P. Registration, under the County Classification and Compensation Plan, for the Executive's Department of Community and Economic Development, and declaring an emergency.

WHEREAS, by Ordinance No. 99-337, this Council created a County Classification and Compensation Plan, and

WHEREAS, County Council has the authority pursuant to Section 3.03 (10) of the Charter of the County of Summit to establish classifications, classification specifications and ranking of all County employees; and

WHEREAS, the County Executive has requested that this Council approve the revision of the Classification Specification for the classified position of Comprehensive Planning Administrator #26903 to eliminate the requirement for A.I.C.P. Registration; and

WHEREAS, the Human Resource Commission approved the aforementioned revision at its 3/20/09 meeting; and

WHEREAS, this Council has determined by reviewing all pertinent information that it is necessary and in the best interest of the County of Summit to approve the aforementioned revision;

NOW, THEREFORE, BE IT ORDAINED by the Council of the County of Summit, State of Ohio, that:

SECTION 1

The Classified Specification for the classified position of Comprehensive Planning Administrator #26903, attached hereto as Exhibit A and incorporated herein as if fully restated, which is revised to eliminate the requirement for A.I.C.P. Registration, is hereby approved.

SECTION 2

This Resolution is hereby declared an emergency in the interest of the health, safety and welfare of the citizens of the County of Summit and for the further reason that it is immediately necessary in order to revise the classification specification for the classified position of Comprehensive Planning Administrator.

SECTION 3

Provided this Resolution receives the affirmative vote of eight members, it shall take effect immediately upon its adoption and approval by the Executive; otherwise, it shall take effect and be in force at the earliest time provided by law.

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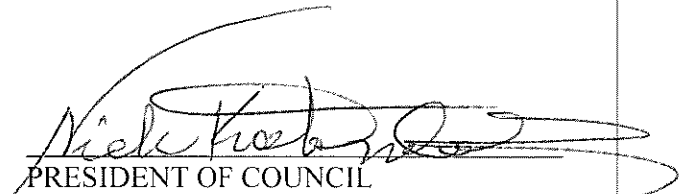
SECTION 4

It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

INTRODUCED April 13, 2009

ADOPTED April 27, 2009


CLERK OF COUNCIL


PRESIDENT OF COUNCIL

APPROVED April 27, 2009


EXECUTIVE

ENACTED EFFECTIVE April 27, 2009

~~Voice Vote: 10-0 YES: Comunale, Crawford, Crossland, Feeman, Kostandaras, Poda, Prentice, Rodgers, Schmidt, Smith ABSENT: Shapiro~~

Voice Vote: 9-0-1 YES: Comunale, Crossland, Feeman, Kostandaras, Poda, Prentice, Rodgers, Schmidt, Smith ABSTAIN: Crawford, ABSENT: Shapiro



COUNTY OF SUMMIT, OHIO
CLASSIFICATION SPECIFICATIONS
An Equal Opportunity Employer

TITLE: Comprehensive Planning Administrator

CODE: 26093

Pay Table: C3

Minimum Hourly Rate:

Pay Grade: 6

Midpoint Hourly Rate:

EEO Category:

Maximum Hourly Rate:

FLSA Status: Exempt

Date Adopted: 03-02-04

Officeholder(s) using this spec: EXE

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
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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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