

## CHAMPAIGN COUNTY REGIONAL PLANNING COMMISSION

### Position Description

**Position:** Planning and Community Development Director

**Reports To:** Chief Executive Officer

### Position Purpose

Chief program officer responsible for planning, directing, and coordinating activities of the CUUATS, Planning, Community Development and Economic Development, and Information Management programs, following official policies, procedures, and guidelines of the Commission, the Champaign County Board, and other boards, councils, units of government and government agencies under contract. Exercises initiative and judgement both individually and as a team in identifying opportunities and problems, developing solutions and new initiatives, and maintaining the programmatic integrity of the agency.

### Dimensions

Eleven operating programs with a total annual operating budget of \$1.0M all having diverse program, fiscal, compliance and staffing requirements. Plus economic development and related revolving loan funds of \$7.0M.

The Planning and Development Director must be conversant with all program rules, a wide variety of professional capabilities, and overall budgetary impacts of each program initiative.

The Planning and Development Director must concisely and persuasively present proposed program objectives to the Executive Director and policy bodies.

Incumbent must provide oversight for program output of related not-for-profit corporations, especially the multi-bank CDC.

### Nature and Scope

In coordination with Associate Directors, assumes direct management responsibility in the event of a program manager/director vacancy.

Within policy guidelines, exercise initiative and independent judgement in negotiating and presenting programs both orally and in written form to external boards, federal, state and local officials and other committees.

Working closely with members of the Management Team, prepare program budget priorities.

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Incumbent represents the agency at various professional meetings and on various local and statewide committees, associations, and boards.

Incumbent establishes major work objectives and develops long range, multi-year strategies in support of the RPC mission. This vision provides the context for a diverse revenue, employment, and program base that ensures the future of many RPC programs.

Transform community needs and concerns into a context, which is fundable, building new programs and the necessary policy support from Management Team, boards and committees.

Incumbent must maintain appropriate relationships with funding agencies, maintaining knowledge of program and related program rules and regulations.

Incumbent maximizes productivity and efficiency through appropriate integration of program staff and resources.

Incumbent may participate or lead special projects as assigned or approved by the Executive Director.

### **Principal Accountabilities**

Incumbent has operational responsibility for subordinate personnel including selection, hiring evaluation disciplinary proceeding and recommendations for termination, direction of work objectives and priorities, approval of travel, assignment of staff to particular budget accounts, verification of time sheets, travel vouchers and vendor bills.

Incumbent actively participates in external grantor agency negotiations, liaison with County Board and/or administrative personnel.

As allowed by policy and procedures, operates autonomously with regard to policy implementation and contract compliance.

Routinely represents programs at various professional meetings and on various local and state committees and boards.

Routinely contacts federal, state and local elected and appointed officials and senior management personnel of related local agencies to keep the agency abreast of changes in legislation, funding initiatives, program and fiscal changes and regulatory mandates.

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#### **Required Knowledge**

Working knowledge of a wide variety of federal and state program administrative rules and regulations in addition to program and fund budgeting and public relations.

Analytical skills encompassing a wide variety of areas including but not exclusive to financial packaging and loan, community needs assessments and project/program planning, data manipulation and statistics.

Advanced problem-solving capability in a politically sensitive environment.

Incumbent must be highly skilled in both oral and written communication skills necessary to effectively deliver complex public presentations before diverse audiences and influence policy makers.

Incumbent must have direct experience in community development and planning programs, application writing, and project budgeting, and program presentation.

Experience in working with diverse populations, the low-income community, the business community and local elected/appointed policy boards.

Preferred Master's degree in Urban Planning or related field with five years administrative experience in another diversified RPC or similarly challenging environment. Minimum of a Bachelors Degree in similar areas with seven years of administrative experience in like setting.

AICP accreditation preferred.

06/07/99

12/01/05