

Champaign County Regional Planning Commission

POSITION DESCRIPTION

Position Title:	Planning Manager
Reports To:	Planning and Community Development Director
Supervises:	Planner I Planner II Planner III Administrative Assistants Interns
FLSA Status:	Exempt
Pay Grade:	8

General Duties:

The Planning Manager is an experienced professional and technical planning position that provides planning expertise to the CCRPC member agencies, the members of the Champaign-Urbana Metropolitan Planning Organization (MPO) as well other agencies and organizations to support and manage major programs, projects and plans within the Planning and Community Development Division. The Planning Manager provides basic professional planning services in support of a variety of CCRPC programs including land use and comprehensive planning, information, transportation, environment, ordinance administration, zoning, community development and others.

Specific Duties and Responsibilities:

The Planning Manager will assist the Planning and Community Development Director in all planning matters, including but not limited to:

- Conducting and designing complex technical planning studies. Collects, analyzes and interprets environmental, transportation, demographic, economic and other data with respect to geographic and temporal context, regional and national trends using established policies and regulations;

- Determining appropriate methods of data collection and analysis; adapting or inventing novel methods of data collection or analysis if required;
- Identify and comprehend the short and long term policy implications of analyses of environmental, demographic and economic and other data;
- Applying advanced methods in appropriate ways to planning problems;
- Performing project management for large planning studies. Duties include developing proposals; developing and tracking project budget, scope and performance measures; recommending and procuring consultant services; managing consultant and staff team; reviewing and reporting on study progress and deliverables; applying for and managing of grants; corresponding with agency partners; and developing and implementing public outreach plans.
- Overseeing updates to the Metropolitan Transportation Plan, the Unified Planning Work Program, the Transportation Improvement program, and related federal/state urban area planning activities.
- Providing analysis, administrative support, financial planning and scheduling for regional capital projects.
- Building and maintaining relationships with the RPC Board, RPC Technical Committee, CUUATS Technical and Policy Boards, the Illinois Department of Transportation, the Federal Highway Administration, the Federal Transit Administration and all member jurisdictions.
- Preparing planning presentations and presenting them to the general public, governmental agencies and civic organizations.
- Directly supervising the work activities of a small, dedicated planning team.
- Strengthening the overall quality of CCRPC's work product utilizing current best practices in conformity with federal, state, and local regulations and practices.
- Serving in various policy-making bodies on regional/state/federal levels.
- Providing information and assistance to the general public and other governmental agencies regarding planning.
- Performing all other related duties as required.

Required Knowledge, Skills, Characteristics and Abilities:

- Master's Degree in planning, public administration, engineering, geography, social sciences, or related fields and three years of related professional experience.
- Bachelor's degree in planning, public administration, engineering, geography, social sciences, or related fields, plus five (5) years of professional planning and transportation planning experience.
- Experience working for an MPO, regional planning agency, or other planning agency
- Experience in working effectively with and developing staff.
- Experience in working with elected officials and state and federal agencies preferred.

- Knowledge of general planning and transportation planning principles and practices.
- Ability to organize and analyze information, and perform planning research.
- Knowledge of sources of information, current literature, and recent developments in planning, transportation and MPO planning.
- Skill in developing and making presentations to large groups.
- Knowledge of public administration with particular reference to MPO, state and federal administration.
- Knowledge and skill in the use of planning and transportation planning computer systems and software applications.
- Knowledge of office procedures, practices, systems, equipment and software, including Microsoft Office Suite, GIS, Adobe Suite, etc.
- Ability to initiate and develop programs and policies.
- Ability to analyze planning policy and technical issues and to make recommendations for decision-making.
- Ability to establish and maintain effective working relationships with the general public, coworkers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, political affiliation or sexual orientation.
- Ability to work with considerable independence, with minimal supervision primarily limited to unusually difficult matters.
- Ability to communicate effectively and clearly both orally and in writing.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting/standing at a desk approximately 90% of workweek.
- Lift and carry equipment necessary to complete work, approximately 20 pounds.
- Visual acuity and manual dexterity to operate computer equipment and for reviewing, checking, preparing and maintaining written and electronic documents.

Competencies:

- Planning
- Transportation Planning
- Management Skills
- Interpersonal Skills
- Organizational Skills
- Leadership Skills

- Motivation to Succeed
- Problem Solving/Analysis
- Communication Proficiency (verbal and written)
- Decision Making
- Ethical Conduct
- Time Management
- Advance level knowledge of spreadsheets, databases, and report generating

Work Environment:

- Office work will be performed in an open cubicle environment sometimes involving distractions.
- Frequent near-vision use for reading and computer work
- Occasional exposure to outside weather conditions during travel.

Disclaimer:

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. The description contains examples of duties and responsibilities that may or may not be considered “essential functions” to a particular job or position within this job class. “Essential functions” are to be determined at the position or job level within each department. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Signature of Employee _____

Date _____