

NEW CASTLE COUNTY GOVERNMENT

Number 0627

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CLASS SPECIFICATION

Date 05/01/01

Title: LAND USE DEPARTMENT GENERAL MANAGER

Approved:



GENERAL STATEMENT OF DUTIES: Directs and manages the overall activities of the Land Use Department to ensure quality service in all areas to the citizens of New Castle County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class plans, directs, manages, controls and coordinates staff responsible for the maintenance and enhancement of the quality of life for New Castle County residents through the implementation of long-range, comprehensive development planning. This employee is expected to accomplish this by promoting the public interest through the provision of a thorough review process for all related boards, and zoning, subdivision, and floodplain permitting activities; the maintenance of the assessment supporting records which serve for the tax base; the review and approval of all erosion and sediment control and storm water management plans; and for the administration and enforcement of the building, plumbing and mechanical codes as they relate to construction plan approvals, permit issuance and inspection processes. Responsibilities also include working with other policy makers, legislators, agencies, professionals, and the public to promote an ongoing attitude of dedication to excellent public service. This employee works under the general direction of the County Executive and Chief Administrative Officer.

EXAMPLES OF WORK: (Illustrative Only)

- Directs and manages the delivery of all services provided by the department, including but not limited to, comprehensive planning and development, plan review, site inspection, code enforcement, assessment and the process of permit and license inspections;
- Oversees the development of long- and short-term goals for the department;
- Manages the preparation and maintenance of the County's Comprehensive Development Plan;
- Manages the coordination of agencies and governmental units regarding planning activities;
- Develops, formulates and executes policies and procedures for the department in conjunction with the County Executive and Chief Administrative Officer and advises both on matters pertaining to the department;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Assigns work and manages and supervises staff;

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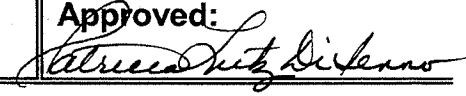
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CLASS SPECIFICATION

Date 05/01/01

Title: LAND USE DEPARTMENT GENERAL MANAGER

Approved:



- Provides effective training programs for all employees of the department;
- Works with staff in developing methods for dealing with departmental issues and in responding to problems or requests received;
- Interacts with government officials, agencies and the public concerning related issues;
- Ensures that grants and contracts are maintained in accordance with applicable regulations;
- Oversees the preparation and administration of the capital and operating budgets;
- Advises County Council and presents planning and zoning data to the Council as appropriate;
- Presents information to community groups;
- Operates a data processing terminal, personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles and practices of the management of regional planning and of the laws and regulations related to planning; good knowledge of budgetary planning and management; ability to analyze complex technical data, draw valid conclusions and make reliable recommendations; ability to communicate courteously and effectively, both verbally and in writing; ability to make effective presentations before groups; ability to establish and develop effective working relationships with associates, government officials, agencies, private organizations and the public to promote an ongoing attitude of dedication to excellent customer service; ability to manage a diverse staff in a variety of land use services; ability to pass a Class III county physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least seven years experience at a managerial level in the area of land use planning or a related field and possession of a Master's Degree from an accredited college or university with major course work in planning, civil engineering, architecture, landscape architecture or related field, and eligibility for certification by the American Institute of Certified Planners (AICP); or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

HISTORY OF REVISIONS:

Established: 07/01/97
Revised: 05/01/01