MAJOR FUNCTION
This is highly responsible managerial, professional, and technical work directing the planning activities for the Blueprint Intergovernmental Agency. Major responsibilities include developing and managing the Blueprint operating and capital budget, directing and conducting community outreach and the development of concept designs for the Agency. Work is performed with considerable independence under the administrative direction of the Blueprint Intergovernmental Agency-Blueprint Director. Work is reviewed through conferences, reports and results obtained.

ESSENTIAL AND OTHER IMPORTANT DUTIES

Essential Duties
Supervises, plans and directs activities and personnel of the Planning Division of the Blueprint Intergovernmental Agency. Personally directs planning activities such as stakeholder outreach and consensus building and concept reports. Directs employees and consultants to develop design concepts. Manages day-to-day administration of the division and coordination of Blueprint planning issues through professional staff. Responds to project requests from the Intergovernmental Agency (combined City and County commissions), the Intergovernmental Management Committee (City Manager and County Administrator) and the Director of PLACE. Develops planning project priorities, timing, and specifications. Attends meetings of the City and County commissions and other appointed organizations when Blueprint issues are being discussed. Acts on behalf of the Blueprint Director during his/her absence or at his/her direction. Acts as a liaison between Blueprint and governmental commissions, the general public and private and technical staffs. Conducts community outreach, public presentations, and other forms of citizen involvement to support review and development of Blueprint projects and initiatives. Develops the annual Blueprint Capital and Operating Budgets and prepares an annual performance report to the public. Responsible for the preparation and coordination of agenda items for the Intergovernmental Agency and Blueprint 2000 Citizens Advisory Committee. Prepares and makes Intergovernmental Agency meeting presentations and attends Commissioner briefings. Conducts performance evaluations and recommends approval or denial of merits. Recommends the selection, transfer, advancement, grievance adjustment, discipline and discharge of employees**.** Performs related work as required.

Other Important Duties
Directs and participates in the preparation of grant and award applications. Seeks alternative funding sources. Coordinates state and federal grants agreements. Coordinates and prepares City and County agenda requests as needed. Attends hearings, seminars, and workshops in order to keep abreast of planning issues and requirements. Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills
Thorough knowledge of the modern principles and practices of urban and regional planning. Ability to analyze complex municipal planning problems, develop innovative solutions, and implement programs which effectively meet the needs of the Agency. Ability to supervise and direct the work of professional, technical and clerical staffs. Ability to communicate effectively both orally and in writing. Ability to present technical information to lay groups and the general public. Ability to establish and maintain effective working relationships as necessitated by work assignments. Skill in the use of personal computers and related programs and applications used in planning and administrative activities.

<u>Minimum Training and Experience</u>
Possession of a master's degree in urban and regional planning, civil engineering, business or public administration, or a related field, and four years of professional experience in infrastructure planning; or an equivalent combination of training and experience.

<u>Necessary Special Requirements</u>
Must possess a valid Class E State driver's license at the time of appointment.

Established: 10-31-15
Revised: 01-24-18
                11-14-18