



DIVISION MANAGER

POSITION CLASS:

AFSCME Local 916.03

HIRING AUTHORITY:

Planning

JOB SUMMARY:

Performs technically oriented planning, which includes research, analysis of data, preparation of written documents, and review of proposals and programs; provides guidance and supervision for other members of the professional, clerical and technical staff; works under general direction; performs related duties as required.

ESSENTIAL JOB DUTIES AND FUNCTIONS:

- Assigns and coordinates technical work assignments with staff of planners and others.
- Supervises and reviews assignment progress and output of each staff.
- Assigns and reviews projects completed by staff on work State or Federal Legislation.
- Supervises and trains subordinate professionals in the proper research techniques for the completion of assigned projects.
- Develops and outlines procedural guidelines for the completion of various technical work items.
- Carries out technical work assignments in a competent professional manner.
- Prepares official progress reports as required by Federal and State agencies.
- Develops programs and directs the training of temporary people used in various phases of technical work assignments.
- Attends and participates in meetings with various community and government groups on Planning, Community Development, Transportation, and other matters.
- Reviews and coordinates the work of technical consultants who are hired to carry out specific technical work assignments.
- Trains and evaluates subordinates and advises and assists them in the difficult aspects of their work.
- Drafts divisional work programs and associated budgets and participates in the development of the departmental budget.

ESSENTIAL JOB DUTIES AND FUNCTIONS (CONT.):

- Participates in interviewing applicants for vacancies and assists in determining the most qualified for a specific position.
- Approves vouchers and performs related financial duties associated with work programs as directed by supervisors.

The above statement of Essential Job Duties and Functions is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of all aspects of planning.
- Knowledge of the respective statutory requirements related to planning guidance and program guidance.
- Knowledge of basic research techniques and practices.
- Knowledge of the work assignment and technological skills and resources that must be applied to the assignment.
- Knowledge of specific Federal, State, and other programs and regulations.
- Knowledge of competent area consultants and of contract requirements.
- Ability to develop and conduct research.
- Ability to make an oral or written presentation in a clear and precise manner.
- Ability to work with varied personalities.
- Ability to utilize technology and related software.
- Ability to work independently, collaboratively, and respectfully in a complex, multicultural work environment that values diversity, equity and inclusion.
- Ability to attend work regularly and work under stressful conditions.



MINIMUM QUALIFICATIONS:

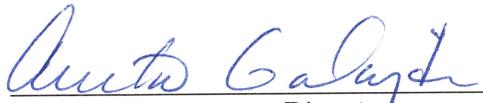
Bachelor's Degree in Urban/Regional Planning, Urban Studies, or Resource Planning, Geography, Environmental Science and Sustainability, other degrees as related **-AND-** four (4) years of professional planning experience in a planning office. A Master's degree in the above areas may be substituted for one year of experience;

-OR-

Four (4) years of experience as a Lead Planner in the Genesee County Metropolitan Planning Commission.

PHYSICAL REQUIREMENTS:

- Must be able to perform Essential Job Duties and Functions with or without reasonable accommodations.


Human Resources Director

Established: August 12, 1970
Revised: April 22, 1988
December 14, 1999
December 2, 2004
March 30, 2023



