

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: PLANNING ASSISTANT DIRECTOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform administrative and managerial work associated with assisting in directing activities of the Planning Department. Duties and responsibilities include overseeing department operations in absence of Director, directing long-range planning and research activities, directing office administration activities, monitoring department budget, analyzing and evaluating transportation projects, assisting with economic development program planning, coordination, supervising staff, providing information to the public, and performing related functions. Reports to Planning Director.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, and disciplining.

Coordinates departmental activities with other county departments, other jurisdictions, outside agencies, officials, or others as appropriate.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Assists in interpreting and administering the provisions of county zoning resolutions, subdivision regulations, or other applicable codes and ordinances.

Plans various transportation projects, in conjunction with other organizations, agencies, and departments; works with consultants on transportation planning projects, studies, and surveys; studies, analyzes, and evaluates various transportation projects.

Performs related administrative tasks; reviews environmental impact statements; evaluates traffic count maps; researches legal issues concerning zoning and land use; prepares various plans as directed by Director or County Executive; prepares lists of infrastructure needs based on long-range plans and prepares cost estimates; maintains project status charts.

Provides assistance and information to the public regarding applications for classification, zoning appeals, zoning variances, conditional use permits, home occupation permits, subdivisions, procedures, documentation, fees, or other issues; receives/logs permit fees and generates receipts; responds to routine questions or complaints, researches problems, and initiates problem resolution.

Performs the duties of Planning Director in absence of same.

Assists in planning, organizing, and directing overall operations and activities of the Planning Department.

Directs office administration functions and activities and functions.

Rutherford County, Tennessee • Planning Assistant Director

Directs activities of department's long range planning/research; prepares work plans for long range planning projects, transportation planning projects, geographic information system projects, and research/demographics projects; conducts demographical and econometric research; conducts and analyzes social trend surveys.

Prepares preliminary budget for the department; monitors expenditures to ensure compliance with approved budget; conducts capital budgeting studies; administers capital expenditures process for the department; approves purchase orders and invoices.

Reports departmental operations and issues to county management and at Board of Commissioners meetings, Board of Commissioners Public Works meetings, and public hearings and provides information/answers questions in absence of Planning Director.

Participates on various committees as appropriate; attends meetings; gathers/presents information, provides input, and responds to questions; assumes the role of Planning Director in absence of same at committee activities.

Prepares or completes various forms, reports, correspondence, lists, permits, resolutions, cost estimates, purchase requisitions, charts, spreadsheets, or other documents.

Receives various forms, reports, correspondence, statistical data, applications, inventory records, spreadsheets, system documentation, policies, procedures, codes, ordinances, resolutions, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates various equipment associated with department projects/activities, which may include a computer, printer, computer projection panel, LCD projector, overhead projector, camcorder, television, VCR, copy machine, fax machine, calculator, or telephone; utilizes word processing, spreadsheet, database, or other programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Communicates with director, employees, other departments, county officials, commissioners, board/committee members, government agencies, surveyors, engineers, contractors, appraisers, realtors, attorneys, applicants, property owners, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive direction.

Maintains a comprehensive, current knowledge of applicable laws, regulations, and long range plans, and of changes to county codes, ordinances, and resolutions; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Urban Planning, Regional Planning, Strategic Planning, or closely related field; supplemented by two (2) years previous experience and/or training involving progressively responsible urban planning, regional planning, organizational long-range planning, zoning, site plan review, supervision, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility. Requires the ability to perform in a supervisory capacity over subordinate supervisors.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform moderately complex algebraic and geometric operations; ability to utilize principles of basic probability and statistical inference.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds) and may occasionally involve objects and material of heavy weight (50-100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, traffic hazards, or bright/dim light.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: Standing at counter, placing signs on site

Surface: Carpet, asphalt, grass

Estimated Total Hours: 30 minutes Maximum Continuous Time: 30 minutes

2. SITTING

Tasks: Sitting at desk

Estimated Total Hours: 7 Maximum Continuous Time: 4

3. LIFTING/CARRYING

Objects: Laptop, files, books

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs			X		
11-25 lbs					X
26-50 lbs					X
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

4. BENDING/SQUATTING/KNEELING

Tasks: Researching old files

Frequency: 2 or 3 times per day

5. REACHING

Tasks: Books on shelf

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"		sometimes	short	<10 lbs
21-36"				

6. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	98 % of time
Outside	2 % of time

7. OTHER JOB DEMANDS

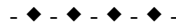
Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting		X
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

8. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Computer, paper, copier, pens, phone, vehicle, etc

9. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Often
Grasp	X		Often
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Often



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date