

## Position Description

# PLANNING MANAGER

Date Prepared: June 2022

FLSA Status: Exempt

Date Revised:

April 25, 2023

### GENERAL DESCRIPTION

As a member of the Executive Management Team, this position serves as the planning manager for the agency, supervising approximately 10 planners, leading strategic planning, interacting with policymakers, and performing project management and provide backup to project work. May act on behalf of the Executive Director.

Positions in this classification exercise considerable independent judgment to manage day-to-day activities.

### ESSENTIAL JOB FUNCTIONS

- Provides planning leadership and direction and conducts strategic short and long-term planning programs to formulate and implement the agency goals and objectives. Identifies planning opportunities and addresses problems with appropriate solutions.
- Plans, supervises, and evaluates the activities and performance of staff members, interns, and consultants.
- Conducts performance evaluations; coaches, mentors, and develops plans for employee development.
- Lead in developing the agency work program and assists with work program budget.
- Working with the Executive Management Team and staff, analyzes revenue and approved work programs to determine appropriate staffing levels.
- Uses project management principles to develop scopes of work for grants, projects, and work programs, including budget estimates, schedule, and staffing levels.
- Identifies funding, training, and technical assistance opportunities and prepares grant applications for federal, state, local, and other funds to further Council goals and objectives.
- Monitors and mentors project and program managers, including identifying and developing public involvement processes.
- May serve as a working project manager for complex and sensitive projects and programs.
- Scopes and reviews the technical work of consultants, contracting agencies, and other organizations as appropriate.
- Monitors emerging state and federal legislation affecting transportation, land use, environment, economic development, and other areas of interest to the Council and its member jurisdictions.
- Ensures that planning programs and projects operate within contractual and lawful constraints.
- Oversees public outreach for planning projects and programs. This includes focusing on equity in planning and engaging disadvantaged communities.
- Communicates and interacts with policymakers, executives, and administrators of other organizations at the request and on behalf of the Executive Director. This may include convening and facilitating groups.
- Works with the Nisqually Indian Tribe, the Confederated Tribes of the Chehalis Reservation, and other Tribal members of the Council.
- Participates in intergovernmental committees at the request and on the behalf of the Executive Director to analyze, evaluate, and resolve public policy issues.
- Advises appointed and elected officials on sensitive public policy issues.
- Provides staff support to the Council and related committees.
- Responds to the most sensitive or complex inquiries or complaints.
- Prepares and presents oral and visual information, reports, and plans to Council, committees, community groups, and private organizations.

## **OTHER JOB FUNCTIONS**

Performs other related duties as assigned.

## **DISTINGUISHING FEATURES**

The Planning Manager position is an at-will position. It is distinguished by the level of responsibility for project management, leadership, and supervision. A comprehensive knowledge of effective communication styles, workflow and project management, and employee supervision is required.

## **WORKING CONDITIONS**

Work is generally performed indoors in an office environment. TRPC supports telework, flexible work hours, alternatives to driving alone such as vanpools, transit, walking, and bicycling to reduce greenhouse gas emissions and vehicle miles traveled and support a healthy work/life balance.

## **EDUCATION & EXPERIENCE**

### **EXPERIENCE – MINIMUM:**

- Five years of progressively responsible experience that provides comprehensive knowledge of public administration, planning principles, practices, and techniques as they relate to all functional areas such as land use, environmental impacts, transportation, or other related areas.
- Four years of project management and/or supervision must be included in the five years of experience.

### **EDUCATION – MINIMUM:**

Bachelor's degree in public administration, urban or regional planning or a related field such as geography, economics, political science, or environmental studies.

### **PREFERRED:**

Master's degree in public administration, planning or related field.

### **OR SUBSTITUTING**

Any demonstrated combination of experience and education that provides the applicant with the required knowledge and abilities.

## **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Supervisory principles and practices including state and federal laws pertaining to public employment.
- Applicable Federal and State laws, rules, and regulations.
- Budgeting principles and practices.
- Project management principles and practices.
- Computer applications such as financial and accounting systems, spreadsheets, databases, and word processing systems and their application in agency operations.
- Planning principles, practices, and techniques as they relate to all functional areas, such as land use, economic development, transportation, environmental impacts, or other related areas.
- Local, regional, state, or federal government and political decision-making processes.
- Comprehensive and regional planning processes.
- Research methods and practices.
- Multiple specialized areas of planning, such as community and economic development, food systems, transportation, sustainability, natural hazards, and regional development forecasting.

Ability to:

- Effectively manage and supervise a variety of positions throughout the agency.
- Manage complex projects.
- Evaluate, lead, develop, and motivate others.
- Anticipate and resolve organizational and operational issues in an effective and timely manner.
- Resolve conflict in an open and inclusive manner.

- Develop and interpret policies and procedures and analyze complex administrative and policy issues.
- Develop and write plans based on an analysis of data and ongoing stakeholder, community, and agency input.
- Prioritize work, organize tasks, set and meet deadlines, manage budgets, and manage numerous projects simultaneously.
- Communicate effectively (in writing and orally) with individuals and groups regarding complex or controversial public policy issues or regulations.
- Establish and maintain effective working relationships with policy makers and agency members, planning staff, agency staff, and the community.

#### **SPECIAL REQUIREMENTS**

Frequent travel to meetings and conferences is required, some of which may occur outside of regular business hours as well as occasionally working over 40 hours per week.