



# Planning Director

Class Code:  
02686

CITY OF ATLANTIC CITY  
Established Date: Jun 17, 2022  
Revision Date: Jun 21, 2022

## SALARY RANGE

\$49.45 - \$71.43 Hourly  
\$90,000.00 - \$130,000.00 Annually

### DESCRIPTION:

#### DEFINITION

Under direction, has complete charge of a planning agency and all of its personnel, and is responsible for organizing, promoting, and administering a comprehensive planning service including preparation and making of surveys; collection and compilation of data; conduct of investigations and analyses of this data; drawing and drafting of maps and charts; and interpretation and transposition of statistical data into visual form; does other related duties as required.

**NOTE:** The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

### EXAMPLES OF DUTIES:

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- Carries out policies of the planning board or other authority responsible for the planning agency.
- Prepares or supervises the preparation of a master plan.
- Plans, promotes, organizes, and administers a comprehensive long- term planning service.
- Establishes administrative procedures to ensure maximum service provided at a reasonable cost.
- Studies planning needs to develop immediate and long-range plans to meet these needs.
- Interprets the planning organization, and its philosophy and objectives.
- Establishes and maintains cooperative relationships with other agencies and interested individuals.
- Organizes, trains, and supervises subordinates, and provides them with needed advice and assistance when difficult and unusual problems arise.
- Prepares budget estimates and keeps records of expenditures.
- Prepares suitable and comprehensive reports.
- Interprets and stimulates public interest in planning activities.
- Directs the establishment and maintenance of complete records of planning activities, maps, plans, designs, and charts.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

### SUPPLEMENTAL INFORMATION:

#### REQUIREMENTS:

**EXPERIENCE:**

Six (6) years of professional experience in municipal, county, regional, or state planning, three (3) years of which shall have been in a supervisory capacity.

**NOTE:** Possession of a Master=s degree in Planning from an accredited college or university may be substituted for one (1) year of indicated experience.

**LICENSE:**

Possession of a current, valid license as a Professional Planner in New Jersey issued by the State Board of Professional Planners.

Appointees will be required to possess a driver=s license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**OTHER REQUIREMENTS:****KNOWLEDGE AND ABILITIES:**

Knowledge of theories, practices, and procedures of state, municipal, and regional planning.

Knowledge of and familiarity with varied problems brought about by growth of urban centers, movements of population, and changing character of individual urban, suburban, and rural areas.

Knowledge of the location, relocation, development, and/or loss of industrial opportunities, traffic conditions, housing shortages, and other contemporary conditions affecting the social and economic status of the state or local government.

Knowledge of social, economic, industrial, and other conditions within the state, and of probable economic trends.

Knowledge of the terrain and varied actual and potential natural and other resources of the state or local government.

Knowledge of facts, values, priorities, research requirements, and standards to be considered, sequence to follow, judgments involved, and limitations to be considered in the planning process.

Knowledge of supervisory principles and techniques, and of management process and organizational structures.

Knowledge of the use of computers in the planning process.

Knowledge of management techniques and principles, and of the general management of an organization.

Knowledge of factors that determine the development, location, form, growth, or decline of cities.

Knowledge of how land use influences community development.

Knowledge of principles related to the movement of people within and outside of urban areas, and transportation as a factor in community growth and physical structure.

Knowledge of advantages and disadvantages of alternative uses for land.

Knowledge of the interrelationship of housing, utilities, and facilities for shopping, recreation, education, health, and so forth, and the implication of construction codes and standards.

Ability to use analytical methods and tools.

Ability to analyze planning problems.

Ability to identify and define planning goals and objectives.

Ability to evaluate programs and measures used to implement them.

Ability to express ideas orally, in writing, or by means of graphics and sketches.

Ability to deal tactfully and diplomatically with others.

Ability to function under pressure such as time limitations or intense public interest.

Ability to organize designated planning projects and studies and to carry these to completion.

Ability to prepare technically competent, feasible, and realistic plans and details of plans for the further development of the economic, recreation, and other resources of the state or local government.

Ability to keep current with literature in the field of planning and with current trends of thought and significant developments in present day planning activities.

Ability to comprehend, analyze, and interpret basic law and regulations.

Ability to assign and instruct technical and other employees, and supervise the performance of their work.

Ability to collect, organize, analyze, and interpret land use information including statistical material.

Ability to prepare and supervise the preparation of maps, charts, graphs, and plans.

Ability to plan, organize, and coordinate the work of an organization in situations where there are numerous and diverse demands.

Ability to provide professional advice and guidance on planning matters.

Ability to analyze organizational and administrative work problems.

Ability to talk with officials and groups and to interpret the meaning of individual planning projects.

Ability to prepare correspondence in the course of official duties.

Ability to prepare clear, technically sound, accurate, and informative planning reports, studies, and surveys containing findings, conclusions, and recommendations.

Ability to supervise the maintenance of the essential records, reports, maps, plans, and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position.

American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.