JOB ANNOUNCEMENT

Job Title: Manager 2, Planning
Department: Economic Development
Salary Range: $60,000 - $70,000 per year maximum

How to Apply: Applications are submitted online until the position is filled and/or the posting is closed. After reviewing this job announcement, please click on the link at the bottom of the page to apply online. A resume is required with the application. Further instructions on submission of documents are available in the online application. A resume may not be substituted for an application.

Minimum Requirements: Bachelor’s in Planning or a related field AND a minimum of 4 years of progressively responsible local government experience in land use, urban planning, and comprehensive planning. AICP certification preferred. Experience with contract management and proficiency in GIS a plus. An equivalent combination of education and experience may be substituted.

A valid Pennsylvania driver’s license is required

It is the policy of Allegheny County that in order to receive a final offer of employment, candidates must successfully pass a background check, which includes verification of Allegheny County Real Estate Tax status, and drug/medical examinations as required for the position.

Overview: Allegheny County Economic Development (ACED) is a dynamic, multidisciplinary economic development agency serving the citizens of Allegheny County. Through investments in a variety of projects including affordable housing development, land development, infrastructure development, business attraction and expansion, ACED maximizes regional economic growth, neighborhood vitality and quality of life in its 130 unique municipalities. ACED is looking for dedicated, creative professionals who are passionate about equitable and sustainable development.

Allegheny County Economic Development (ACED) is also the designated planning agency for Allegheny County. The Planning Division is generally responsible for providing state-mandated planning services to 129 of the County’s 130 municipalities; managing the County’s comprehensive land use plan; administering the Allegheny County Subdivision and Land Development Ordinance; and providing planning information and support to surveyors and engineers, developers, the general public and others.

Position Summary: The Planning Manager reports to the Director, assists in carrying out the mission of the Department, and is responsible for the daily operation of the Planning Division.

Duties:
- Promote the County’s land use policies, goals and objectives as established in Allegheny Places, the Allegheny County comprehensive plan.
- Prepare an update to the Allegheny County comprehensive plan.
- Maintain the Allegheny Places website.
- Collaborate with other divisions to carry out the mission of the Department.
- Oversee and assist Planning staff in carrying out routine planning functions mandated by the PA Municipalities Planning Code (MPC).
- Oversee administration of the Allegheny County Subdivision and Land Development Ordinance for the 28 municipalities where it applies.
- Prepare an update and oversee adoption of the 2012 Allegheny County Subdivision and Land Development Ordinance.
- Prepare an updated schedule of fees.
- Coordinate with other county departments, agencies and authorities to address land use and planning matters.

The County of Allegheny is an Equal Opportunity Employer
• Provide excellent customer service to the general public, and work to educate and inform the public about planning and land use.
• Provide planning information and technical support to municipalities, community groups and others.
• Attend meetings, workshops, charrettes and other events hosted by municipalities, community groups and others, as needed and as requested.
• Work with State and Federal agencies on planning matters.
• Continue coordinating with DCED to provide workshops to educate municipal officials and others about planning matters.
• Oversee Planning Division’s record-keeping.
• Manage the Division’s consultants and associated contracts.
• Manage, lead, and motivate Planning division staff.
• Perform related duties/special assignments as assigned.

Knowledge, Skills and Abilities:

Knowledge of:
• Knowledge of local environmental review, community participation, and general development processes.
• Thorough knowledge of PA Municipalities Planning Code.
• Microsoft Office, including Word, Excel, Outlook, and PowerPoint

Ability to:
• Ability to read and understand engineered plans and technical reports.
• Excellent communications skills, both written and oral.
• Ability to interact professionally with supervisors, co-workers, and outside agencies.
• Ability to work as a team member with other divisions and the ability to perform self-directed tasks.
• Ability to adhere to Department/County policies and procedures while working under minimal supervision.

Residency: Must become a resident of Allegheny County within one (1) year of appointment.

Veterans' Preference: Will be awarded to eligible candidates.