



ASSISTANT DIRECTOR
\$87,100 - \$143,600
(Salary Commensurate with Experience)



The Baltimore City Department of Planning is the agency entrusted with the mission to build Baltimore as a diverse, sustainable and thriving city of neighborhoods and as the economic and cultural driver for the region. The Department of Planning is organized into six divisions, each with its special focus in support of the mission and the three Mayoral-appointed commissions we serve: Planning Commission, Commission for Historical and Architectural Preservation, and the Sustainability Commission. Cross-division collaboration is essential to our planning work and is embedded in the Department's culture. The Department is looking for an experienced and dynamic individual with the intellectual proficiency and commitment to excellence necessary to be part of Planning's senior leadership team.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Strong desire to work with the Planning Department leadership and the City Administration to help Baltimore reach its full potential as a vibrant and growing urban center;
- Knowledge of best practices in a planning environment and ability to propose significant and practical reform initiatives to improve the functioning of government as it relates to planning and development in Baltimore;
- Ability to manage multiple assignments simultaneously and effectively prioritize among competing demands to meet necessary deadlines;
- Ability to prioritize ongoing and new projects, as well as conduct research and gather information;
- Ability to facilitate team building and employee relations;
- Understanding of research principles and methodologies;
- Ability to network and interact, as well as support effective partnerships with key groups and individuals;
- Ability to monitor and analyze legislative and policy proposals and testimony for conformance with the policies and priorities of the Director, Commission and Mayor;
- Solid management, leadership, coaching and teambuilding skills;
- Strategic and analytical thinking skills; and
- Strong communication, interpersonal, and negotiation skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide strategic direction to division chiefs and staff for sustainability, research & strategic planning, comprehensive planning, capital improvement, and food policy initiatives.
- Work collaboratively with the director and division chiefs to coordinate among division and staff work programs to achieve maximum agency impact and effectiveness on priority cross-cutting department initiatives.
- Function as a "Principal in Charge" on high priority Planning Department projects and initiatives, providing direction and support to responsible project managers.
- Coordinate with senior members of other agencies and stakeholder groups to implement agency and administration objectives and programs.

- Manage and evaluate the performance of, discipline and recommend the hiring, firing and promoting of subordinate planning personnel.
- Represent the department before legislative bodies and meet with State and Federal agencies and neighborhood and community/stakeholder groups to present and receive planning recommendations.
- Perform the duties of director in the event of the director's absence.

MINIMUM EDUCATION AND EXPERIENCE

- Master's Degree in urban or regional planning, landscape architecture, civil engineering, business, public administration, or a related field. Five to seven years of recent professional experience in local planning, zoning administration, economic development programs **and** five years of supervisory and management experience. American Institute of Certified Planners (AICP) certification is highly desirable.

HOW TO APPLY

Qualified individuals must email a cover letter and a resume specifically addressing qualifications relevant to this position to planningjob@baltimorecity.gov. Please specify "Assistant Director" in the subject line of your email.

Contact: Denetra Atkins
Baltimore City Department of Planning
410-396-2998 (t)

CLOSING DATE: Tuesday, February 28, 2017

FINALISTS MUST SUCCESSFULLY PASS DRUG AND ALCOHOL SCREENING, A CRIMINAL BACKGROUND INVESTIGATION, AND EDUCATION VERIFICATION.

**NON-CLASSIFIED POSITION
AN EQUAL OPPORTUNITY EMPLOYER**