

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Code No. 004401  
Grade 27**

**LAND USE PLANNING POLICY ANALYST**

**DEFINITION OF CLASS:**

This is planning program management work in a specialization such as community development, economic development, environmental planning, land use, or transportation planning. Contacts include County Executive, legislative officials and their senior staff, and department/agency directors to advise and recommend strategies for policy implementation; State and other County agencies to cooperate on joint projects and discuss issues of mutual interest; and developers, corporate executives, representatives of non-profit organizations, and university leaders to present program information, develop solutions to growth and development problems affecting various sectors of the public. Employees in this class provide little or no direct public service or assistance. An employee in this class directs a broad planning area or major component of a County planning program (constituting an integral part of an agency's mission) through the management of professional and support staff engaged in researching and formulating planning policies, developing comprehensive plans, operating programs to implement the plans, and evaluating program effectiveness in one of the aforementioned areas. The Division Chief or administrative superior sets the overall objectives and available resources, and the employee, upon consultation with the supervisor, develops projects and deadlines.

The employee independently plans and coordinates the development of the comprehensive plan and program implementation through his/her senior staff, covering all aspects of the planning function. The employee advises higher level management of potentially controversial matters or far-reaching implications of the work. Completed work is reviewed for effectiveness in achieving program objectives. Specific guidelines for performing the work are scarce and consist mainly of administrative policies and applicable codes/regulations used in providing direction to staff carrying out projects and programs. The complexity of the work is demonstrated by depth and breadth of analysis required in developing major policy recommendations and plans for such broad areas as transportation and land use development, and implementing new and unprecedented programs in highly specialized areas of the County Government such as water resources or solid/hazardous waste management. The work requires the analysis of variable conditions and politically sensitive issues where the facts are unclear and public and private interest conflicts. Much of the work is cross-disciplinary such as in the area of environmental planning which may involve multiple scientific fields. The work involves establishing criteria, evaluating planning projects, and investigating a variety of non-standard, complex issues having significant impact on communities or the delivery of government services. The work is primarily sedentary, performed in a typical office environment, and is not associated with any unusual hazards or physical demands. An employee in this class supervises a staff of professional and support employees by assigning and reviewing work, enforcing work standards, and recommending personnel actions.

**EXAMPLES OF DUTIES: (Illustrative Only)**

**All Specializations**

- Plans, assigns, reviews, and supervises the work of professional and support staff in the development of comprehensive plans, establishment of programs to implement the planning policies, and formulation of measures to assess program effectiveness.
- Conducts formal briefings and presentations for County officials, including County Executive, Chief Administrative Officer, County Council, Planning Board, and citizen and community groups to advise, recommend, explain, and defend planning proposals and gain support of such officials and groups.
- Provides guidance and leadership on a team in selecting consultants, determining elements of contractual performance, and monitoring compliance of contractors with established requirements as well as budgetary and schedule targets.
- Manages major consultant contracts related to the assigned planning area.
- Directs the review and analysis of proposed Federal, State and local legislation affecting the mission of the organization, and provides individual review on legislation of critical importance or special interest to the County.
- Develops policy papers, directs research studies, cost-benefit analyses, drafts legislation and regulations, and prepares comprehensive plans and strategies for County-wide planning programs involving numerous interrelationships with other agency planning efforts and having significant impact on the public.
- Prepares annual operating budget and Capital Improvements Program recommendations related to the assigned planning area and organizational unit.
- Represents the County Government on interagency/ interjurisdictional boards and organizations on matters relating to the assigned planning area.
- Performs related duties as required.

#### **Community Development Planning**

- Develops plans and policies concerning the establishment of public facilities and services and directs programs to implement such policies, including the rehabilitation of low/moderate-income housing; promoting the development of affordable housing; stimulating commercial revitalization (i.e., improvements to infrastructure of commercial areas); and establishing public safety, human and social service delivery systems.
- Formulates County policy and procedures for the Health and Human Services Department, with cooperation of public and private health and social service providers, for a coordinated and comprehensive service delivery system for the functionally disabled and the provision of long-term care.
- Provides leadership to a group representing community hospitals and agencies which assist in the development of the standardized mechanisms for a long term care delivery system.
- Develops and implements standardized mechanisms and tracking systems for the screening, assessment, eligibility determination, case management, and long-term monitoring of the functionally disabled.
- Develops and implements public safety policies and plans including the planning, coordination, monitoring, and evaluation of volunteer fire and rescue services, emergency medical services, and other public safety related services in the County.
- Performs related duties as required.

#### **Economic Development Planning**

- Develops long range economic development plans and policies and directs programs to implement such policies such as developing cooperative ventures between private and public sectors; encouraging the growth of higher education and research programs to support industry; promoting and facilitating capital investment by business; and supporting the development of the County's agricultural economy, small businesses, high technology sector, business district development, redevelopment, and expansion.

- Provides leadership on the Economic Advisory Council and in interagency efforts to implement executive policy in such areas as higher education, private-public partnerships, land use and agricultural preservation to support economic development.
- Negotiates with executives of major corporations to resolve complex issues, such as transportation or public facilities concerns, affecting their potential expansion in the County.
- Cooperates with County, regional and State planning or economic development agencies in developing planning and marketing activities in such joint ventures as international business development and regional tours by business executives.
- Performs related duties as required.

### **Environmental Planning**

- Develops environmental plans and policy recommendations and directs programs to implement policies dealing with water resources management; water supply and sewerage systems; and solid and hazardous waste management.
- Directs the development and approval of the County's Comprehensive Water Supply and Sewerage Systems Plan or Solid Waste Management Plans and monitors acceptance process by the State Health Department.
- Supervises the evaluation of the Washington Suburban Sanitary Commission (WSSC) Capital Improvements Program (CIP), and develops and presents County Executive recommendations to the County Council and the public.
- Monitors major contractual efforts in the planning, permitting and implementation of major solid waste facilities to insure continued County ability to collect and dispose of solid waste.
- Addresses hazardous waste management issues affecting the County including reviewing permits for local industries, for restricting the receipt of hazardous materials at County solid waste facilities, and providing public information on safe handling of hazardous materials.
- Develops, recommends, and implements stormwater management and stream restoration initiatives.
- Manages the County's response and compliance with the requirements of the Federal Clean Water Act and National Pollutant Disposal and Elimination System.
- Supervises the administration of the County's law controlling the use of pesticides by establishing regulations and procedures for the proper application and disposal of such substances.
- Performs related duties as required.

### **Land Use Planning**

- Coordinates the development of planning policies to ensure the orderly and staged implementation of approved Master Plans in accordance with State and local laws and integrates the requirements of the Adequate Public Facilities Ordinance with the Capital Improvement Program.
- Directs the development and coordinates the approval process of the County Executive's Annual Growth Policy requiring integration of the Adequate Public Facilities Ordinance with Capital Improvements Program.
- Oversees the review, analysis and development of recommendations concerning proposed Master Plan amendments, functional plans, zoning text amendments, subdivision regulations, Adequate Public Facilities Review, annexation plans and Executive planning policies.
- Provides leadership and staff coordination on executive committees and the Intergovernmental Planning Committee, overseeing the development of planning policies within the Executive Branch and coordinating interagency planning issues.
- Develops and maintains liaison with the Planning Board, County Council and municipalities and their staffs to facilitate planning policy analysis and review, and development of recommendations for the County Executive.

- Performs related duties as required.

### **Transportation Planning**

- Develops and evaluates comprehensive County-wide transportation policies and specific strategic plans, and directs projects and programs to implement policy covering such components as highways, parking, mass transit, road maintenance, aviation, sidewalks and bikeways, transportation system financing and management.
- Develops and implements parking and traffic management policies/strategies and analyzes the impact on related County transportation programs and policies and ensures consistency with Federal and State requirements.
- Directs the review of traffic impact studies required by the Adequate Public Facilities Ordinance and works with developers and consultants to identify means of alleviating potential congestion that could result from developments.
- Manages planning projects/studies to develop a public parking program to support and promote the economic/comprehensive development of, and provide for a balanced transportation system serving Central Business Districts.
- Directs the review and analysis of related Master Plans and amendments and makes recommendations in accordance with executive policy.
- Oversees the development of the six-year Capital Improvements Program for transportation designed to implement the County transportation policy and strategic plans.
- Directs staff and consultants in the conduct of planning studies evaluating the viability of unique solutions to transportation problems such as the use of former railroad tracks and the development of the impact fee program.
- Performs related duties as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of the principles and practices of the planning specialization to which the position is assigned.
- Thorough knowledge of the methods of statistical analysis and skill in interpreting numerical research data.
- Thorough knowledge of how communities, as a whole, and their component systems function and develop.
- Considerable knowledge of the principles and practices of contract administration.
- Skill in negotiating agreements with governmental and private sector organizations.
- Skill in verbal and written communication sufficient to develop defenses of and justifications for recommended courses of action.
- Skill in directing planning or technical studies covering a wide range of issues in a planning specialization.
- Ability to deal tactfully, effectively and equitably with people.
- Ability to effectively supervise a staff of professional and support personnel in the accomplishment of planning objectives.
- Ability to attend meetings or perform work assignments at locations outside the office.

### **MINIMUM QUALIFICATIONS:**

**Experience:** Thorough (six (6) years) experience in a planning specialization appropriate to the assignment of the position.

**Education:** Graduation from an accredited college or university with a Bachelor's degree in an appropriate

planning specialization or related field.

**Equivalency:** An equivalent combination of education or experience may be substituted.

**LICENSE:** None.

**PROBATIONARY PERIOD:**

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period.

Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Medical History Review.

**Class Established:** April 1977

**Revised:** August 1987

**Classification Study:** August 1995 (M)

October 2007

August 2013

October 2014