



# Lincoln Trail ADD

## Job Description

**Planning Team Leader**

**Pay Grade 20**

STATUS	
<b>Date:</b> 11 March 2024	<b>Department:</b> Community & Economic Development (CED)
<b>FLSA Status:</b> Exempt	<b>Reporting Authority:</b> CED Deputy Director/CED Director
<b>Supervisory Responsibility:</b> Transportation Planners, Geographic Information Systems (GIS) Specialists, Regional Land Use Planner	

### **Position Overview:**

The incumbent assists the deputy director in administration and section operations relating to the Planning Team and is responsible for ensuring oversight of planning services such as Land Use Planning, Community Planning, Transportation Planning, and Geographic Information Systems (GIS).

### **Duties & Responsibilities:**

- Oversight of the Planning Team and all services provided, including Planning and Development Processes, Transportation Planning, Geographic Information Systems (GIS), and all other relevant planning services.
- Responsible for the development of Comprehensive Plans, Zoning Ordinances, and/or Subdivision Regulations under contracts with local cities and/or counties in the Lincoln Trail region.
- Responsible for development of plans and programs under the Transportation Planning contracts, Regional Transportation and Metropolitan Planning Organization (MPO), with the Kentucky Transportation Cabinet (KYTC).
- Responsible for various aspects of Geographic Information Systems (GIS) including creation and maintenance of geospatial datasets and ancillary data and producing accurate and expedient maps, graphics, reports, etc.
- Knowledge and understanding of other elements of planning processes, including housing, public facilities and services, natural and cultural resources, and economic development.
- Compile and disseminate socio-economic data for interested officials, agencies and organizations; and, undertakes research, data assimilation, etc., as directed.
- Attend Planning Commission, Board of Adjustment, Fiscal Court, City Council, and other pertinent planning-related meetings, as necessary.

### **Education & Experience:**

- Required: Bachelor's Degree from an accredited university in Urban & Regional Planning, Geographic Information Systems (GIS) or related field and at least three (3) years related experience.

- Preferred: Master's Degree from an accredited university in Urban & Regional Planning, Geographic Information Systems (GIS), or related field and at least one (1) year related experience.

**General Qualifications:**

- Must have proven computer literacy/skills and experience with software programs such as Microsoft Word, Excel, PowerPoint, Access, etc. and knowledge of creating and editing of Adobe Acrobat PDF.
- Working knowledge of ESRI GIS software platforms, in particular ArcGIS Pro, version 2.7 or newer.
- Serve as a resident expert on geospatial data.
- Provide assistance to LTADD staff and local officials regarding geodata static and interactive products.
- Ability to establish and maintain effective working relationships with LTADD Board members, City and County government officials, Planning Commission & Board of Adjustment members as well as other governmental officials and the general public.
- Must be a motivated self-starter; able to skillfully organize, plan, manage, and implement multiple projects with a variety of due dates.
- Must have good oral and written communication skills for training or conveying information of a technical nature.
- Must display sound judgment, perform under stressful conditions, and make timely and accurate decisions.
- Must be able to establish and maintain effective working relationships with LTADD Staff.
- Must be able to act as an ambassador for LTADD at functions; create concise, professional reports; and, be an effective public speaker.
- Must hold a valid Kentucky Driver's License.
- LTADD is a drug free work place and an EOE, AA, ADA, Title VI employer. This position may require skills testing and criminal background screening.

**Work Site:**

General office setting; however, flexibility for travel and mobility to attend meetings is a must. May require walking over open terrain, flying or operating a vehicle. This position requires attendance of after hour meetings and occasional overnight travel with limited notice.

**Workplace Hazards:**

No known hazards exist in the workplace. Must operate a staff vehicle and general office equipment in the course of daily duties.