



MONTGOMERY COUNTY PLANNING COMMISSION, P.O. BOX 311, NORRISTOWN, PA 19404-0311

The Montgomery County Planning Commission (MCPC) is located in a diverse and historic suburban community of over 820,000 people located directly northwest of Philadelphia. We are an award-winning agency with a well-earned reputation as an innovator of cutting edge planning concepts and strategies. Our mission is to provide professional planning services that provide effective solutions to community challenges. We are looking for an outgoing, technically proficient, and highly motivated individual to join our dynamic team of professional planners

POSITION TITLE: SECTION CHIEF OF DESIGN

EXEMPT: YES

DEPARTMENT: PLANNING COMMISSION

POSITION REPORTING: DIRECTOR

SALARY: \$80,220

SUMMARY: This position reports to the director of the planning commission, and is responsible for managing a team of urban designers, landscape architects, and graphic designers to illustrate important design concepts in planning documents and perform land development plan reviews. This team provides design services for various county departments and often supports projects through construction. The position requires a skilled urban designer or landscape architect, who can manage the section's work flow while also working as a designer on key projects. The ideal candidate is a registered landscape architect or licensed architect.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Manage all activities of the design section
- Supervise, coach, train and manage staff
- Insure all work of those supervised is completed on time and meets high quality standards
- Ensure that any contractual obligations or statutory requirements are met
- As a member of the management team devise agency policies, procedures and priorities
- Manage and work on design projects
- Serve as an important professional information resource to the staff
- Recruit and hire new staff
- Communicate and work with various elected officials, local community leaders, business people, and the general public
- Maintain appropriate professional contacts and certifications
- Manage and complete special projects and multiple section efforts
- Undertake special projects as assigned by the Commissioners, Planning Board, or Director
- Attend public meetings, day or evening
- Duties as assigned

SPECIFIC DUTIES AND RESPONSIBILITIES in addition to all of the above shall include some combination of the following dependent upon stated position:

- Have technical knowledge in urban design and landscape architecture and an understanding of best practices in these areas
- Have technical knowledge in stormwater management, green infrastructure, residential, mixed use and commercial design, transportation, zoning, planning law, and related subjects
- Author and produce design documents such as, but not limited to, site plans, massing diagrams, street cross sections, and 3-D renderings
- Produce conceptual sketch plans for residential, mixed use, office, commercial, and industrial development
- Produce landscape plans for parks, open spaces, and recreation facilities
- Produce cost estimates for landscape and site improvement projects

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Master's Degree in Landscape Architecture, Architecture, Planning, or related degree
- 10 years of progressively responsible experience in professional planning, architecture, or landscape architecture
- Any equivalent combination of education and experience which provides the knowledge and abilities necessary for the position
- Prefer a registered Landscape Architect or licensed Architect
- Excellent communications skills and public speaking ability

- Excellent managerial, supervisory and administrative skills
- Excellent analytical, organizational, logical thinking and problem-solving abilities
- Ability to organize information
- High degree of technical knowledge in all aspects of urban design and landscape architecture
- Knowledge of state-of-the-art software such as, but not limited to, design rendering software, like SketchUp, VectorWorks, and Adobe Creative Suite
- Knowledge of essential professional office computer software to perform presentations, design plans, and ability to learn certain geographic information system functions and other software for planning work
- Valid driver's license

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. Walking is required in field conditions with uneven terrain to perform site visits, acquire information, and perform inspections or to attend meetings. The employee is occasionally required to use hands to handle or feel objects. The employee is also required to kneel or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

The employee must be able to drive to various locations during the day or night and attend meetings that may last several hours.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function. The noise level in the work environment is usually moderate.

TO APPLY ONLINE: Go to <http://www.montcopa.org/151/How-to-Apply>; fill out the application form under the job posting. Make sure to include your resume and a cover letter. You can also send this information to:

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