



## Deputy Director

Department: Planning & Community Development

Revised: December 4, 2024

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### DESCRIPTION

Leads the comprehensive planning programs of the Lycoming County Planning Commission. Exercises leadership and professional judgment in the guidance and direction of professional and support staff. Performs the Director's administrative and functional duties in the absence or unavailability of the Director. Assists the Director with long-range strategic County government and departmental planning, budget development, and program management to achieve optimal County and Agency effectiveness.

### SPECIFIC DUTIES

- Design, funding acquisition, project management and implementation of County and Regional Comprehensive Planning.
- Assists with the design, preparation, and budgeting of the LCPC Fiscal Year Work Program and with operating and capital budgets, including management of the time accounting system.
- Administration and coordination of County Commissioner assigned projects, contracts/agreements and grants.
- Prepares grant applications.
- Identifies grant opportunities and assists with grant applications that support the implantation of County Comprehensive Plan, Multi Municipal Plans, and other County priorities/plans.
- Supervises contractors and consultants.
- Assist the Director with support to the Lycoming County Planning Commission and other County Boards and Authorities as needed.
- Identification of need for GIS applications to support planning and development programs and oversight to assure optimum planning utilization of GIS capability.
- Supervises the preparation of the PCD/LCPC Annual Report and performance of other public relations functions as needed.
- Assisting the Director in matters of staffing, personnel selection and performance, evaluation and administration, and response to employee concerns.
- Assists staff with Municipality Planning Code requirements, administration and clarification of regulations.
- Assists staff with Hazard Mitigation, Floodplain Coordination and FEMA/PEMA programs.

- Participates with the County Emergency Operations Center and aides in public infrastructure damage assessments during post-recovery.
- PCD liaison to the Pennsylvania Wilds.
- Attends WATS Committee meetings as necessary.
- Attends monthly LCPC meetings and committee meetings.
- Member of PCD Management Team.

### **SUPERVISORY RESPONSIBILITIES**

First level multi-discipline administrative and technical supervision of professional and support staff and PCD programs.

### **WORKING CONDITIONS**

Normal office conditions, plus travel, night meetings, and occasional fieldwork.

### **JOB REQUIREMENTS**

- Requirements include a Bachelors degree in Planning, Public Administration, or related field, and five (5) years of related experience, including supervisory experience sufficient to perform the duties listed above.
  - Management, leadership and oral/written/graphic communication experience required.
  - Demonstrated abilities in dealing with people.
  - Proficient with Microsoft Office, microcomputer systems and working familiarity with GIS and related office equipment.
  - Current valid PA driver's license and personal vehicle needed for work-related use.
- Must submit to and pass a drug screening and background check per County policy.

**LYCOMING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**