



## Office of Human Resources City Planner Manager - CE3124

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### General Statement of Duties

Manages a functional and operational professional planning group for one or more work units, which includes implementing work plans based on annual goals and the strategic plan; resolves citizen, operational, and management issues; and achieves goals while utilizing resources appropriately.

### Distinguishing Characteristics

The City Planner is a seven (7) level classification series. Incumbents in these classes are responsible for developing planning projects, goals, and guidelines, conducting planning studies, and research in a variety of social, economic, and physical areas with increasing responsibility and decision making at each level within the series:

- City Planner Staff
- City Planner Associate
- City Planner Senior
- City Planner Principal
- City Planner Supervisor
- Manager City Planning
- Director City Planning

These classes are distinguished from the Airport Planning class series by the specialization of education and experience required for airport planning.

The Manager City Planning is a first level management class. A Manager City Planning oversees a planning workgroup within a division and is responsible for supervising first or second line supervisors and individual contributors.

The Director City Planning is a mid-level management class. A Director City Planning manages a division and is responsible for supervising managers, supervisors, and individual contributors.

### Essential Duties

Provides strategic planning advice on long and short-term planning goals, develops policy options and strategic alternatives regarding planning goals, and makes recommendations on highly visible or sensitive issues to planning staff, city officials, the public, and other stakeholders.

Directs complex planning projects, analysis, and simulations.

Develops scope, manages, and monitors the performance of consultants conducting short and long-range planning studies. Oversight and management of Consultants including but not limited, to project scoping, estimating, fee negotiation, stakeholder collaboration.

Develops and manages the on-call contracts including the request for proposal process, consultant review and selection, and monitoring the budget, and City Council presentations on consultant performance.

Analyze projects to ensure compatibility with the City's Master Plan and the Capital Improvement Project plan.

Manages professional workgroup and planning staff.

Contributes to the development and implementation of work plans based on annual and strategic plans. Recommends and assists in the implementation of goals and objectives. Applies strategic thinking to provide capital planning guidance and programming of current and future capital projects.

Communicates annual work plans to employees and ensures employees are focused on the work plan and achieving performance standards.

Monitors and directs daily operations to ensure policies and procedures are correctly interpreted and followed. Ensures goals and objectives are met, services are being provided efficiently and effectively and takes corrective action when needed.

Ensures staff and financial resources are utilized appropriately and shifts resources based on business needs within budget restraints.

Resolves operational and management issues and makes decisions that are inclusive of multiple perspectives and solves underlying problems.

Represents the work area(s)/division in meetings with elected or appointed officials and other city entities. Serves as a city representative on various committees. Fosters collaborative relationships that benefit the organization.

Creates and administers workgroup procedures and recommends and implements process improvements and policies for workgroup(s). Approves or recommends for approval requested variances.

Establishes performance metrics for staff and work area(s). Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Resolves escalated employee and citizen complaints.

Selects, trains, develops and evaluates subordinate staff. Makes decisions on hiring, terminations, promotions, and disciplinary actions as required.

Participates in the development of budget recommendations for operating and capital expenditures.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### **Competencies**

Deciding and Initiating Action - Takes responsibility for actions, projects, and people; makes quick, clear decisions which may include tough choices, after considering risks.

Delivering Results - Sets lofty standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades, and influences others.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

### **Knowledge & Skills**

None

### **Level of Supervision Exercised**

Manages a workgroup within a division by supervising supervisors and/or individual contributors.

**Education Requirement**

Bachelor's Degree in City or Regional Planning, Architecture, Landscape Architecture, Engineering, Public Administration, or a related degree.

**Experience Requirement**

Eight (8) years of professional planning experience which must include three (3) years of experience supervising professional planners.

**Education & Experience Equivalency**

Two (2) years of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Pressure due to multiple calls, inquiries, and conflicts.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Subject to long irregular hours.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide, and specific positions will vary based on working conditions, locations, and agency/department needs.):

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

**Background Check Requirement**

Criminal Check

Education Check

Employment Verification

By position, Motor Vehicle Record

**Assessment Requirement**

None

**Probation Period**

Six (6) months

**Class Detail**

**Pay Grade:** E-819

**FLSA Code:** Y

**Established Date:** 02/24/2019

**Established By:** BM and AD

**Revised Date:**

**Revised By:**

**Class History:** This is a new class.