

PURPOSE OF THE CLASSIFICATION: Under general direction, provides advanced-level, professional planning services to the public and applicable authorities, boards, commissions, City departments, the administration, or elected officials; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Manages and participates in advanced, highly complex, sensitive professional planning activities, including research and analysis and guiding assigned staff
- Manages and supervises a section within the planning division, assigning work to professional staff and ensuring appropriate training is provided
- Monitors and ensures compliance with applicable local, state and federal laws, and analyzing and developing recommendations on complex planning, zoning and development proposals.
- Engages with internal and external customers and proactively leads initiatives designed to achieve and implement goals
- Oversees plan development and ensure it incorporates best planning practices and responds to new development trends in the community
- Leads customer service and assistance efforts to the general public regarding planning and zoning matters
- Leads inclusive, collaborative and meaningful public engagement efforts in the community to facilitate plan development
- Presents reports to public officials, community groups and others, as needed
- Oversees and participates in the writing and development of planning documents
- Assists in the design and implementation of planning programs
- Leads meetings and presents in a variety of settings including internal coordination meetings, public boards and commissions, as well as stakeholder and community meetings, communicating with elected officials, city staff and the public effectively and appropriately
- Leads projects, discussions, and answers inquiries from the public regarding planning initiatives
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Completion of 120 hours from an accredited college or university preferably in urban planning, community development, geography, urban design, architecture, landscape architecture, or other related fields; **and,**
- (b) Eight (8) years' progressively responsible experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of the principles and practices of urban planning, community research, statistical analysis and program design
- Comprehensive knowledge of the techniques of planning research
- Considerable knowledge of economic, social, health and/or physical needs of an urban community
- Good knowledge of physical design as applied to city planning

Ability to:

- Analyze issues in the community and to formulate effective solutions
- Carry planning assignments to completion through the formulation of creative planning solutions
- Compile and analyze technical and statistical information and to prepare comprehensive technical reports
- Interpret laws and regulations
- Supervise and train assigned personnel
- Communicate effectively and professionally
- Conduct conferences with customers and applicants to explain the City planning policies, general planning principles, development standards, regulations, policies and procedures, planning case law, applicable statutes, research documents, which involve the establishment or implementation of new policies, analysis of design or development proposals
- Make oral presentations to the public, boards, task forces, committees, and the City Council
- Facilitate policy and public discussions
- Meet with citizens, planners, City staff, agency representatives, and developers to review and discuss planning policies, legal requirements, and procedures
- Provide guidance as a planning expert for the City
- Provide clear and effective communication to subordinate staff in the performance of supervisory functions
- Ability to prioritize work

Skill in:

- Motivating staff
- Communicating across a diverse customer base to garner understanding and compliance
- Facilitating relationships with elected/appointed officials or other decision-makers
- Simplifying complex concepts or requirements in a way that allows for understanding
- Working individually and in a team
- Performing high quality work in a rapidly changing environment and amid various distractions

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; occasional pushing and pulling up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- a) Possession of a valid class "D" Oklahoma Driver license; **and,**
- b) *Possession of an American Institute of Certified Planners (AICP) certification, American Institute of Architects (AIA) license, or American Society of Landscape Architects (ASLA) license is preferred.*

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting. Duties may entail some work outside of normal office hours for which private means of transportation must, occasionally, be available.

EEO Code: E-02

Group: Engineering, Planning and Technical

Series: Planning