

PURPOSE OF THE CLASSIFICATION: Under general supervision provides professional planning work in the planning, design, and development of various public and private urban development projects; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Serves as design support to department programs.
- Analyzes data concerning current uses and long-term needs related to city land, including consideration of all populations of the city and identification of needs
- Analyzes the strengths and weaknesses of redevelopment plans implemented in other cities, identifying which parts of those plans could be modified to address the City's needs and focusing on the shape and form of spaces, as well as people's experiences of a place
- Creates technical and aesthetic designs intended to make the best use of available land
- Engages with City departments and provide design assistance in initiatives to achieve City priorities and goals
- Participates in the City's capital improvements process, through project recommendation and prioritization, development, and design approval for key public projects
- Manages the Parklet, Sidewalk Café/Tables & Chairs programs
- Plans, organizes and conducts zoning, land use and urban design studies, researching data, analyzing conditions, preparing graphics and written reports for land use policy proposals.
- Prepares conceptual designs and development design criteria and coordinate with other involved parties
- Assists in the implementation and coordination of various public and private projects
- Prepares detailed graphics, reports, and presentations for a wide range of development projects
- Works cooperatively with City departments, public officials, private consultants and various citizen groups regarding urban design issues
- Presents to public officials, community groups, and others on urban design initiatives
- Answers inquiries from the public regarding planning and design 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 planning, community development, geography, urban design, architecture, landscape architecture, or other related fields; **and,**
- (b) Two (2) years' experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Physical design planning practices, and of urban design graphic
- Modeling software, including, but not limited to: SketchUp, Rhino, AutoCAD, Revit, and Adobe Photoshop
- Placemaking and community design (building, street, and public space types plus associated principles)
- Applicable local, state, and federal regulations

- Current urban design trends
- Both planning and architectural concepts

Ability to:

- Work collaboratively with a wide array of individuals from various backgrounds
- Complete planning and design assignments through analysis of complex technical and statistical information
- Formulate creative planning and design solutions
- Prepare planning documents, urban design graphics, and construction/landscape plans and specifications
- Understand and influence the behavior of others in order to achieve objectives and cause action or understanding
- Communicate verbally, in writing, and through drawings
- Manage projects
- Lead community engagement
- Interacts with internal and external customer professionally
- Maintain confidentiality regarding proposed plans or plan designs
- Prepare conceptual urban designs in regard to the physical appearance of properties using a variety of specialized software

Skill in:

- Adeptly hand drawing and sketching
- Creatively visualizing concepts, including urban, architectural, and graphic design
- Preparing conceptual designs
- Administering or overseeing the implementation of design projects
- Utilizing various free hand drawing and software to sketch, draw, model, or design plans
- Communicating well across a diverse customer base to garner understanding

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 and may be required to attend public meetings and hearings outside normal office hours for which private means of transportation must, occasionally, be available.

EEO Code: N-02

Group: Clerical and Administrative

Series: Urban Development