



Office of Human Resources
City Planning Director - CE3125
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General Statement of Duties

Directs functional and operational professional planning group for a division, which includes developing annual and multi-year work plans and strategies, ensures resources are available to achieve work plans, resolves complex business issues, and establishes management practices and processes that provide the accomplishment of performance standards.

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 may supervise first or second line supervisors or 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

Directs the planning division of a department in such areas as planning, design, plans review, or project management, planning, and design, or traffic engineering.

Develops annual and multi-year work plans and strategies to meet business needs. Develops and directs the implementation of goals, objectives, engineering policies, procedures, and work standards to ensure success.

Communicates business and work area plans and goals to managers and supervisors to secure buy-in. Reviews, approves, and implements recommended changes to project plans. Leads division's development of process and operational improvements.

Prioritizes and allocates resources to achieve strategies. Utilizes resources to develop or expand services and operation. Ensures resources are used appropriately and do not exceed the budget without approval.

Creates and administers policies and integrates workgroup procedures across work areas for consistency.

Resolves sensitive, controversial issues by making decisions that are inclusive of multiple perspectives.

Represents the division in meetings with elected or appointed officials and other city entities. Serves as the city representative with a variety of public, business, and community organizations. Fosters collaborative relationships to the benefit of the organization.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Resolves escalated employee or citizen complaints including long-term resolutions in problem areas.

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

Develops and monitors the budget and oversees financial well-being by analyzing cost-effectiveness. Directs cost control activities.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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

Thinking Strategically - Thinks strategically and promotes best practices and leading-edge ideas.

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 high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Persuading and Political Influence - Gains clear agreement and commitment from others by persuading, convincing and negotiating. Makes effective use of political processes to influence 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

Directs a division of a department by supervising managers, supervisors, and other individual contributors.

Education Requirement

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

Experience Requirement

Five (5) years of experience at the type and level of functional or operational management, which must have included management of 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 and inquiries.

Subject to many interruptions.

Subject to varying and unpredictable situations.

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: EX-18

FLSA Code: Y

Established Date: 2/24/2019

Established By: BM

Revised Date: 7/1/2024

Revised By: CW

Class History: 11/27/2022 - Revised pay grade as a result of CN1746; 7/1/24 – Revised Experience Requirement.