

CLASS SPECIFICATION
Supervising Planner

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, supervises and participates in the conduct of highly complex planning projects, research, urban planning analyses, policy development, and design; plans and directs the work of professional and technical staff; may act as management advisor or resident authority in a major planning specialty; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The responsibilities of incumbents in this class include the supervision of a large group of professional and technical planning staff in one of various bureaus. Assignments are general and of a continuing nature, requiring the exercise of independent judgment and initiative in scheduling, assigning, and coordinating the work with that of other units and external agencies and consulting planners. Incumbents are also expected to perform and administer the most complex professional planning work requiring a substantial level of professional training and experience. Supervising Planners are distinguished from Senior Planners by being supervisors over larger work groups and by having less direct involvement in the technical work and more administrative and coordinating responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, directs, and evaluates the work of a group of planning professional and technical staff in developing, implementing, and evaluating urban design, planning policy, and development plans, associated infrastructure system plans, and develops and applies procedures to achieve annual goals, objectives and work standards.
2. Supervises staff or consultants in the review or preparation of plans for developments, zoning variance and building permit applications, master plan proposals and modifications, and related infrastructure plans, drawings and specifications for compliance with City Comprehensive Plan, zoning code provisions, appropriate urban design and environmental practices, and land use and other relevant laws and regulations.
3. Assists in the development and implementation of planning standards, policies, strategies and priorities, and the preparation of operating budget recommendations, monitoring performance against the annual bureau budgets and goals, and authorizing materials purchase and monitoring work activities and expenditures to control costs.
4. Performs project management over several large projects, supervising staff and contractors in, or performing, project planning and design, developing and administering project terms and conditions,

assisting in contractor selection, and evaluating contract compliance and adherence to applicable policies.

5. Directs the analysis and preparation of reports of the effects on infrastructure caused by proposed development, annexations, zone changes and new construction, coordinating this work with other divisions, bureaus, governmental agencies and public commissions.
6. Meets with representatives of other bureaus, governmental agencies and community groups to explain and discuss various planning programs and obtain their input, involvement and support.
7. Disseminates and makes presentations of findings to the public, City boards and commissions, City Council and community organizations for their review and input; presents policy documents for formal review and action by the Planning Commission or City Council; and represents the bureau or City before various boards and commissions and regional, state and federal agencies.
8. May act as staff specialist or resident authority in advising management or professional associates to provide interpretations and advice on concepts and practices in a broad area of professional expertise, or to recommend initiation of or modification to existing programs and policies.
9. May act as staff specialist or resident authority in advising bureau or City on potential regional, state or federal legislation.
10. Plans and schedules work, estimates staffing needs, and assigns projects, reviews progress, and establishes priorities for completion, resolving priority conflicts and ensuring work is accomplished in a timely and fiscally responsible manner.
11. Establishes performance requirements and personal development targets with assigned staff, evaluates performance, and provides performance improvement and development guidance; recommends disciplinary action to address performance deficiencies in accordance with City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.
12. Provides leadership and works with staff to create a high-performance, service-oriented work environment that supports the City's and bureau's missions, objectives and service expectations.
13. Provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
14. If assigned to the City's Bureau of Park and Receptions, would manage bureau planning programs, including systems development, land acquisition and property management programs; plan, manage, direct and supervise the work of staff involved in system-wide parks planning, functional planning, land management and development of individual park master plans, systems development charges and bond packages for land acquisition and park and facility development and redevelopment.
15. If assigned to the City's Bureau of Park and Receptions, would work with staff to develop, implement and monitor work plans to achieve section and bureau mission, goals and performance standards; participate in developing and managing the biennial division budget; participate in developing, recommending and implementing plans, policies, systems and procedures applicable to section responsibilities.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Planning and urban design principles, practices, current trends, regulations, standards and laws applicable to the area of specialization.
2. Administration, planning, organization principles and program planning techniques.
3. Budget, personnel, cost control and administrative practices and policies.
4. Information technology and computer capabilities applicable to functional responsibilities.

Ability to:

1. Plan, assign, supervise and coordinate the work of professional and technical subordinates.
2. Apply federal, state and city laws, codes, standards and urban planning and design concepts and practices applicable to the area of specialization.
3. Prepare and interpret planning documents, codes, regulations and complex technical documents.
4. Communicate complex technical matters to non-technical individuals, including policy makers.
5. Interact effectively, engage in problem solving and team building, and partner with citizens, community groups and contractors.
6. Establish and maintain effective working relationships with a diverse workforce and community.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a recognized four year college or university with a major in social science, planning, urban design, architecture, law, or a closely related field; and at least six years of progressively responsible professional urban design, planning or development review experience, including at least two years of experience at the City's Senior Planner level; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

Certification by the American Planning Association as a Certified Planner is desired but not required.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

3226 LAND USE REVIEW SUPERVISOR. Adopted: 11-15-00

3236 CHIEF PLANNER. Adopted: 07-01-92

Revised: 1-23-04 (Added and modified task statements to better reflect the work of positions in Planning)

June 2009 - Change Job Class number from 7752 to 30000724, due to system change.