

**CLASS SPECIFICATION**  
**Chief Planner**

FLSA Status: Exempt  
Union Representation: Nonrepresented/Incumbents hired on or after January 12, 2009 are exempt from Civil Service

**GENERAL PURPOSE**

Under general policy direction, plans, organizes and directs the activities of the urban planning divisions of the Bureau of Planning and Sustainability; plans, directs and integrates the programs, operations and personnel associated with the divisions; provides expert professional assistance and guidance to City officials and managers on the City's comprehensive plan, economic planning, environmental planning, zoning code issues and housing policy; assumes full responsibility and acts as the Planning and Sustainability Director as requested and in the Director's absence; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This single position class is responsible for managing and directing the urban planning divisions within the Bureau of Planning and Sustainability; the incumbent works with the Director to integrate the work of the planning divisions with the sustainable development functional areas of the bureau and assists the Planning and Sustainability Director in developing Citywide strategies and leading Citywide planning efforts. In consultation with the Director, the Chief Planner sets strategic direction for the bureau's various planning program divisions. Responsibilities are broad in scope, require the exercise of seasoned expert professional and political acumen and the ability to lead and manage the completion of work assignments by others, demand expeditious action and allow for a high degree of administrative discretion in their execution.

The Chief Planner is distinguished from Principal Planner by the greater complexity and the wider scope of programs for which the incumbent in the former classification is responsible and the incumbent's responsibility for providing strategic advice and counsel on issues of significant and diverse City impact.

**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, organizes, controls, integrates and evaluates the work of the urban planning related functions and programs of the Bureau; with subordinate division managers, develops, implements and monitors work plans to achieve the bureau's mission, goals and performance standards.
2. For urban planning related functions and programs, directs the development of and monitors performance against the annual bureau budget; manages and directs the development,

implementation and evaluation of planning programs, processes, systems and procedures to achieve City goals and objectives consistent with the City's quality and citizen service expectations.

3. Plans, organizes, directs and evaluates the performance of Principal Planners and other planning managers and their assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends to the Director compensation and other rewards to recognize performance; takes disciplinary action, up to and including reprimand or termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.
4. Provides advice and counsel on a wide range of highly complex strategic, policy, organizational and management issues and works with the City's elected leadership in setting and carrying out the City's vision and mission as requested or assigned by the Director.
5. Provides leadership and works with subordinate managers to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
6. Directs the development and implementation of initiatives and programs to enhance public awareness of the City's urban design, growth and planning challenges; addresses civic and business groups and other organizations regarding the City's long- and short-term planning initiatives; meets with community representatives to convey and receive information regarding land use and environmental issues.
7. Plans, implements and manages complex inter-bureau and interagency programs; negotiates agreements with other agencies, institutions and businesses on behalf of the Bureau, the Mayor and City Council.
8. Directs and oversees the preparation of analyses and recommendations regarding policy issues and long-range plans to address Portland's area and neighborhood planning needs.
9. With, or independently as delegated by the Director, advises and provides guidance to the City Council regarding planning policy issues; advises and assists the City Council in identifying, articulating and implementing codes, policies and programs; interprets City Council instructions and requests; makes interpretations of City ordinances, policies and applicable laws and regulations and serves as the Director's delegate for Zoning Code references to the "Planning Director".
10. Provides staffing and support to the Director's work leading strategic planning processes for the City organization as a whole.

11. Directs and oversees the analysis of proposed federal and state legislation and regulation related to urban planning; directs and participates in industry and intergovernmental activities to influence legislative and regulatory change consistent with the City's interests and needs.
12. As delegated by the Director, serves as the City's chief representative in dealings with other industry and governmental agencies, professional organizations and elected officials on land use and planning issues.
13. Participates in meetings, conferences, conventions and other professional forums to keep abreast of regional/national planning trends and emerging strategies for metropolitan communities.
14. As delegated by the Director, directs the implementation of improvements to management systems, processes and measurement techniques to improve bureau operations and effectiveness.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Theory, principles, practices and techniques of organization design and development, public administration, program planning, public financing, financial management and long-range planning as they apply to a large, complex municipality and its urban planning requirements.
2. Theory, principles, practices, current trends, regulations, standards and laws applicable to all areas of urban planning, including urban design, land use/zoning, environmental planning, neighborhood and area planning, community development, and urban renewal.
3. Federal, state and local laws, regulations and court decisions applicable to Portland's planning functions.
4. Principles and practices of budgeting, purchasing, contracting, and administrative procedures.
5. Social, economic, physical, political and environmental issues influencing planning program/project development and implementation.
6. Research methods and analysis techniques
7. Principles and practices of effective human resource management and supervision
8. Principles and practices of sound business communications.

### **Ability to:**

1. Plan, direct, manage and integrate several major divisions of a City bureau on a full range of comprehensive urban planning activities.
2. Define complex management, fiscal, budget and strategic planning issues; perform difficult analyses and research, evaluate alternatives and develop sound conclusions and recommendations.

3. Understand, interpret, explain and apply city, state and federal policy, law, regulation and court decisions applicable to urban planning and land use issues.
4. Analyze, interpret and explain proposed legislation and programs in terms of their implications and impacts on City planning objectives.
5. Present proposals and recommendations clearly, logically and persuasively in public meetings.
6. Represent the City effectively in negotiations and other dealings on a variety of difficult, complex, sensitive and confidential issues.
7. Prepare clear, concise and comprehensive statements, correspondence, reports, studies and other written materials appropriate to diverse technical and non-technical audiences.
8. Exercise sound, expert independent judgment within broad policy guidelines
9. Exercise seasoned management and political acumen, tact and diplomacy in dealing with complex, sensitive and confidential issues regarding multiple and conflicting agendas and positions.
10. Establish and maintain highly effective working relationships with the Mayor, City Commissioners, bureau directors, managers, elected and appointed officials of other governmental agencies, employees, business and community leaders, the media, residents and others encountered in the course of work.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in urban or regional planning, public administration, law, or a related degree; and at least eight years of progressively responsible experience in state or municipal planning agencies, at least five of which were in a management/supervisory capacity; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid state driver's license may be required

AICP certification is desired

**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: 01-12-09

June 2009 - Change Job Class number from 7757 to 30001053, due to system change.