CLASS SPECIFICATION
Supervising Environmental Planner

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, supervises and participates in the conduct or review of highly complex environmental planning projects, research, the environmental aspects of urban planning analyses and design, and policy development; plans and directs the work of professional and technical staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The responsibilities of incumbents in this class include the supervision of a group of professional and technical planning staff. 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 environmental planning work requiring a substantial level of professional training and experience. At the discretion of the Bureau Director, Supervising Environmental Planners may be assigned non-supervisory duties where advanced knowledge is required to serve in a capacity as management advisor, planning specialist or authority on complex environmental planning projects. Supervising Environmental Planners are distinguished from Senior Planners by responsibility for supervision of a work unit 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 environmental plans, associated infrastructure system plans and urban design plans with environmental impacts, and environmental planning policies; and develops and applies procedures to achieve long-range environmental goals and objectives.

2. Supervises staff or consultants in the review of environmental plans for developments, land use reviews, and building permit applications, and related infrastructure plans, drawings and specifications for compliance with City Comprehensive Plan, zoning code provisions, federal, state and local environmental regulations and appropriate urban design and environmental practices.

3. Assists in the development and implementation of environmental 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. May perform project management over multiple 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. May be responsible for citywide compliance with the Endangered Species Act.

6. Directs the analysis and preparation of reports of the effects on endangered species and environmentally sensitive areas caused by proposed development, annexations, zone changes and new construction, coordinating this work with other divisions, bureaus, governmental agencies and public commissions.

7. Meets with representatives of other bureaus, governmental agencies and community groups to explain and discuss various planning or implementation programs and obtain their input, involvement and support.

8. 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.

9. 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.

10. May act as staff specialist or resident authority in advising bureau or City on potential regional, state or federal legislation.

11. 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.

12. 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 applicable personnel policies and labor agreements.

13. 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.

14. Provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Environmental planning and urban design principles, practices, current trends, regulations, standards and laws applicable to the City's environmental issues.

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 environmental 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, mediate conflicts 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 environmental science, planning, law, or a closely related field; and at least six years of progressively responsible professional urban design, environmental planning or natural resource management experience, including at least two years of experience equivalent to 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):

0971 PROGRAM MANAGER III. Adopted:01-01-00; Revised: 05-09-00, 06-05-00, 09-18-00, 10-03-00.

Revised: 1-3-05 (Modified specification to reflect work of positions in the Bureau of Development Services)

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 7795 to 30000743, due to system change.