

City of Portland

**CLASS SPECIFICATION  
SUPERVISING PLANNER**

**[CLASS CODE]**

**[ESTABLISHED DATE]**

**CLASSIFICATION SUMMARY**

Reports to a Principal Planner or other management-level position. Under general direction, supervises planning staff in various activities, programs, and projects related to City planning functions.

Responsibilities include: supervising the workload of the organizational unit; resolving complex issues related to City planning; assigning workload to staff; ensuring various activities related to specific programs and functions are performed; implementing, coordinating, and supervising unit programs, functions, and personnel resources to ensure achievement of goals and objectives; researching, recommending, directing, and influencing policy, regulatory, and zoning formations and changes.

**DISTINGUISHING CHARACTERISTICS**

Supervising Planner is the supervisory-level classification within the Planner series.

Supervising Planner is distinguished from Principal Planner in that the latter has more direct responsibility for program planning and policy implementation, as well as responsibility for larger organizational units and subordinate supervisors including Supervising Planner positions.

Supervising Planner is distinguished from the Supervisor series in that the former supervises planning staff responsible for zoning, long-range planning, and other land use matters and requires specialized knowledge, training, and/or experience.

**ESSENTIAL FUNCTIONS**

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Recruit, hire, schedule, assign work to, and supervise staff and casual/seasonal employees.
2. Develop job tasks and responsibilities, performance requirements, and personal development targets for staff; provide instruction for performance improvement and development; assign and monitor staff work plans; organize and lead staff meetings; evaluate performance and complete annual performance reviews; recommend discipline as necessary.
3. Provide ongoing assistance, direction, and leadership; create a positive and supportive work environment; create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.
4. Allocate resources to workload demands; assess workload fluctuations, scheduling, staffing, procedural and process efficiencies, costs, and changing regulations and codes.
5. Assist in ensuring compliance with land use and zoning laws and regulations.
6. Lead, coordinate, and resolve issues and conflicts that arise in the land use review, permitting, or inspections processes; work with other Bureau/Office managers and staff, City Council, attorneys, property owners, developers, building contractors, and other external stakeholders to reach resolutions; research source of conflicts, evaluate options, negotiate, and mediate.

7. Assist in assessing development trends and identifying problem areas within existing zoning code language; advocate for zoning code amendments to resolve unclear or problematic language; direct staff to explore regulatory solutions and alternatives; develop and present recommendations regarding planning policy, regulatory tools, and zoning code language to the Planning & Sustainability Commission and City Council; draft interpretations and policy on implementation of particular sections of code.
8. Supervise planning and/or sustainability programs; coordinate with regulatory agencies and direct Bureau/Office response to regulatory issues; supervise environmental investigations and assessments of City systems and infrastructure, including contaminated City properties.
9. Collaborate with Bureau/Office staff to design, scope, and manage complex, multi-disciplinary projects and resolve issues; weigh financial risks, public perception, political climate, case law, and policy implications in decision making.
10. Monitor multi-year work plan for projects and activities; identify and recommend program priorities and long-range plans; respond to time sensitive issues with specific development proposals.
11. Assist in developing standard practices, policies, and procedures for day-to-day operations of unit; identify and advocate for improvements in internal processes, communications, customer service, and efficiency.
12. Negotiate complex development agreements with property owners and other entities to secure land and facilities as part of development or redevelopment proposals.
13. Represent the Bureau/Office on citywide planning efforts that change or create policy, land use designations, and development.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under general supervision by a Principal Planner or other management-level position.

Directly supervises a minimum of four (4) employees.

### **KNOWLEDGE, ABILITIES, AND SKILLS**

1. Knowledge of principles of planning and urban design standards, practices, and trends.
2. Knowledge of principles and practices of leadership, business communication, public administration, budget preparation, and program evaluation.
3. Knowledge of principles and standards of employee supervision, including training, scheduling, and performance evaluation.
4. Knowledge of relevant federal, state, and local laws, statutes, codes, regulations, standards, policies, and procedures that pertain to the organizational unit, including urban planning and design, and the ability to interpret and apply them.
5. Knowledge of fundamentals and methods of planning, organizing, and allocating work to staff.
6. Ability to supervise and direct a diverse staff of non-technical and technical personnel.
7. Ability to establish and maintain effective working relationships with management, staff, and others encountered in the course of work.
8. Ability to supervise a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
9. Ability to communicate effectively both verbally and in writing; present information, reports, and recommendations clearly and persuasively.
10. Ability to utilize City-specific technology and general office software.
11. Ability to make independent, logical, and informed decisions within established policies and procedures that influence the daily operations of the unit and work of staff.

### **MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** Bachelor's degree from an accredited college or university with major course work in urban planning, architecture, urban design, environmental planning, natural resource management, or related field;

AND

**Experience:** Four (4) years of progressively responsible experience related to land use planning, urban design, or related field.

**Special Requirements and/or Qualifications:**

Specific licensure or certification in the relevant field may be required for certain positions.

**Preferred Qualifications:**

Advanced degree or professional certification in urban planning or related field.

Experience in a supervisory role.

Experience working for a public agency.

A valid state driver's license.

Minimum Salary: xxxxx per [pay period, month, annual]

Maximum Salary: yyyyy per [pay period, month, annual]

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: