

Adopted: September 2001, Revised: \_\_\_\_\_

## Class Title: Director of City Planning

### **BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Oversees the work program of the Planning and Construction Services Divisions. Reviews and coordinates policy matters. Interfaces with other departments and City Manager's office on work programs and policy matters. Interacts with city council and citizens on broad level of issues. Responsible for maintaining work program and providing analysis of issues impacting land use in the city.

### **ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Oversees the operation of the Planning and Construction Services divisions by reviewing policy development goals, recommending research activities, setting priorities for plan preparation, advising others regarding planning issues.
2	S	Provides management and supervision by overseeing the operation of the divisions, monitoring staff, reviewing policy and development goals with staff, reviewing staff reports, recommending research activities, reviewing weekly assignments, meeting with management teams, performing personnel and budget reviews, and performing manager performance evaluations.
3	S	Advises boards and commissions by reviewing staff reports, conducting briefings on work programs, attending council meetings and making presentations.
4	S	Acts as media contact on departmental issues by making presentations on cable channel and advises management of potential media exposure.
5	S	Maintains contacts with other organizations by coordinating city issues with interested groups.

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**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study.
Experience	Seven years experience as a professional urban planner.
Certifications and Other Requirements	Valid Driver’s License
Reading	Work requires the ability to read building plans and documents.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and statistics.
Writing	Work requires the ability to write reports and documents.
Managerial	Managerial responsibilities include planning and coordinating work programs.
Budget Responsibility	Responsibility for final approval of budgetary recommendations to the City Manager and monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
Supervisory / Organizational Control	Work requires managing and monitoring work performance of senior department managers including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Complexity	Work is of the broadest scope dealing with highly complex concepts and issues of great importance to the City. Highly important policies, procedures or precedents are approved or rejected by individuals in this classification.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Copier, fax machine, filing, presentations, observations, supervision
Sitting	C	Computer, desk work, answering telephone, meetings, presentations, driving
Walking	O	Inter-office, to/from meeting site, to/from office equipment
Lifting	O	Office supplies, files, presentation materials, office equipment, camera, maps, books
Carrying	R	Office supplies, files, presentation materials, office equipment, camera, maps, books
Pushing/Pulling	N	
Reaching	R	Office supplies, books or materials in library
Handling	R	Office supplies, files, presentation materials, office equipment, camera, maps, books
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	N	
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, reading, filing, observations, supervision, use of presentation equipment, driving
Hearing	C	Telephone, staff, supervisor, external agencies, media, meetings, presentations
Talking	C	Telephone, staff, supervisor, external agencies, media, meetings, presentations
Foot Controls	O	Driving
Other (specify)	N	

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**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, presentation equipment, projector, camera, Standard Windows or Office software, presentation software, Internet/Intranet

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)