

**PURPOSE OF THE CLASSIFICATION:** Under general direction manages and provides direction to the Tulsa Planning Office staff, administering the delivery of professional planning services to the public, and providing expert support to various City authorities, boards, and commissions, City administration and management, the City Council, as well as City departments; and performs other related duties as assigned.

**ESSENTIAL TASKS:**

- Manages a staff of professional planners, Geographic Information Systems (GIS) technicians and administrative personnel
- Collaborates with other division managers within the Department and throughout the City to ensure development meets the needs of residents, neighborhoods, and other City Departments. Provides leadership, direction and guidance to ensure programs align with priorities established by the City of Tulsa, including the implementation of comprehensive plans
- Coordinates and assigns current and long-range planning projects to ensure efficient and effective process management and timely response
- Oversees and participates in the writing and development of planning projects and documents to ensure best planning practices and new development trends
- Prepares and oversees special studies and initiatives for the TMAPC and City Board of Adjustment, the Mayor and the Tulsa City Council
- Oversees the implementation of comprehensive plans and programs to achieve goals and policies as established by the TMAPC, City Board of Adjustment, Mayor and Tulsa City Council administration
- Provides technical expertise on planning, zoning, and subdivision regulations, as well as other issues related to development
- Implements and oversees inclusive, collaborative and meaningful public engagement to facilitate community involvement and to gather feedback on planning initiatives
- Ensures members of the public have opportunities to stay informed on proposed developments, helping citizens understand the development process
- Works collaboratively with developers and their representatives to create development proposals that are an asset to Tulsa
- Presents updates to public officials, community groups and others
- Reports to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

**QUALIFICATIONS:**

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

1. (a) Graduation from an accredited college or university with a bachelor's with a degree in urban planning or a field relevant to the essential tasks listed in this job description; **and**,  
(b) Eight (8) years of experience relevant to the essential tasks listed in this job description; **including**,  
(c) Progressively responsible experience land use and zoning administration, comprehensive planning, management of professional planning staff and planning programs

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of best practices and methodologies, including applicable laws, managements styles and techniques in order to successfully motivate and lead a team of professional planners to achieve positive outcomes for the community
- Comprehensive knowledge of the principles and practices of urban planning

- Comprehensive knowledge of the techniques of planning research and program design
- Considerable knowledge of economic, social, health and/or physical needs of an urban community
- Good knowledge of physical design as applied to city planning.
- Applying management techniques and principles

**Ability to:**

- Establish and maintain cooperative professional working relationships
- Analyze issues in the community and to formulate effective solutions
- Carry planning assignments to completion through the formulation of creative planning solutions
- Interpret laws and regulations

**Skill in:**

- Coordinating complex planning activities
- Communicating effectively across any medium
- Using office software and systems
- Applying management techniques and principles

**Physical Requirements:** Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; occasional pushing and pulling up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

**Licenses and Certificates:**

- a) Possession of a valid class "D" Oklahoma Driver license; **and,**
- b) May require driving personal automobile for local and out-of-state traveling; **and,**
- c) American Institute of Certified Planners (AICP) certification is preferred.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting. Duties may entail some work outside of normal office hours for which private means of transportation must, occasionally, be available.

**EEO Code: E-02**

**Group: Group: Engineering, Planning and Technical**

**Series: Planning**