

CLASS TITLE: URBAN DESIGN PLANNER

PURPOSE OF THE CLASSIFICATION: Under direction performs supervisory and responsible professional work in the planning, design and development of various technical public and private urban development projects and other related assigned duties.

ESSENTIAL TASKS:

- Plans, directs and coordinates professional planning and design work in a broad range of planning functions including neighborhood analysis and planning, historic preservation planning, conceptual and final design of public works, and building and urban design projects
- Assists in the implementation and coordination of various public and private projects
- Coordinates, implements, and maintains a geographic information system
- Supervises technical employees engaged in specialized activities in support of project planning and implementation
- Develops technical graphic designs
- Prepares detailed reports, and plans graphic and written presentations for a wide range of urban development projects
- Prepares National Register Nominations
- Confers with private consultants, public officials, and various citizen and civic groups
- Assists in the implementation of various historic preservation projects
- Must report 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: Graduation from an accredited college or university with a bachelor's degree in urban planning, architecture, landscape architecture or a closely related field, and three (3) years progressive experience in urban planning and design, architecture, landscape architecture or technical city planning; or a master's degree in urban planning, architecture, landscape architecture or a closely related field, and one (1) year experience in urban planning and design, architecture, landscape architecture or technical city planning; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128

Knowledge, Abilities and Skills: Considerable knowledge of the principles and practices of urban planning; and good knowledge of design graphics. Ability to work well with neighborhood organizations and community agency personnel; ability to complete planning assignments through analysis and compilation of complex technical and statistical information, formulation of creative planning solutions, and preparation of comprehensive planning documents, urban design graphics, and construction/landscape plans and specifications; ability to supervise technical staff; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting up to 10 pounds; frequent carrying, pushing, and pulling up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; and possession of a Landscape Architectural License issued by the State Board of Governors is desirable.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 2010

EEO Code: E-02

Pay Code: EX-36

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

Effective date: July 1, 2000