

CLASS TITLE: SENIOR PLANNER

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for the City's Neighborhood and Small Area implementation planning activities; the City's Comprehensive Plan updating; special complex planning assignments; professional work in the development and effectuation of comprehensive plans, procedures or programs; administration of activities in the Planning Department director's absence and other related assigned duties.

ESSENTIAL TASKS:

- Assists in supervising the activities of Neighborhood and Small Area Planning groups, Urban Renewal plans, Comprehensive Plan update and economic development programs
- Assists in the administration of tax increment/incentive district programs
- Assists in the design of new planning and economic development programs
- Assists in the administration of the Downtown Tulsa/Whittier Square Improvement Districts and Preservation Commission activities
- Conducts economic and planning research
- Provides technical assistance in business and area planning, marketing and historic preservation
- Assists with development and monitoring of department budget
- Develops comprehensive reports
- Makes presentations to elected officials, government officials and citizen groups
- Supervises assigned staff
- Resolves complaints and answers inquiries from the public
- Performs professional planning work in developing database studies
- Assists in programming project objectives, research activities and related activities
- Coordinates and makes recommendations on land acquisition planning with other departments and divisions
- Conducts the more difficult technical aspects of the planning program
- Supervises subordinate planners in conducting a difficult phase of the plans or programs
- Analyzes data, designs the master plan or program and makes recommendations for revisions
- Supervises a group of technical assistants engaged in specialized activities in support of project development and implementation
- Prepares outlines of data desired and supervises compilation and statistical analysis of data
- Serves as liaison coordinator with private consultants, public officials and various civic organizations
- Prepares detailed plans and graphic and written presentations
- Maintains various records, reports and files
- 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 business or public administration, urban planning or one of the social sciences with an emphasis in social, manpower/land use planning, urban design, economic development or a closely related field; and five (5) years of experience in a planning capacity or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles and practices of urban planning, community and economic development research, statistical analysis, real estate marketing, development, finance and valuation and program design; comprehensive knowledge of the techniques of planning research; considerable knowledge of economics, municipal finance and sociology as applied to city planning; considerable knowledge of real estate laws; considerable knowledge of economic, social and/or physical needs of an urban community; good knowledge of civil engineering and physical design as applied to city planning; and good knowledge of public administration. Ability to analyze and forecast economic, social and physical problems of the community and to formulate effective solutions; ability to carry planning assignments to completion through the formulation of creative planning solutions; ability to

analyze and systematically compile technical and statistical information, and to prepare comprehensive technical reports; ability to interpret laws and regulations; ability to supervise and train assigned personnel; ability to communicate effectively both verbally and in writing; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

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: Possession of a valid Oklahoma Class "D" Operator's License. Real Estate License, American Institute of Certified Planners certification, American Institute of Architects license, Economic Development Finance Professional designation or American Society of Landscape Architects license is preferred.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and may be required to attend public meetings and hearings outside normal office hours.

Class Code: 2012

EEO Code: E-02

Pay Code: EX-44

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

Effective date: June 20, 2007