CLASS TITLE: DIRECTOR OF PLANNING

PURPOSE OF THE CLASSIFICATION: Under administrative direction is responsible for the professional administration of the City’s planning programs; directing, planning, managing and coordinating the activities of the Planning Department; and other related duties as assigned.

ESSENTIAL TASKS:

- Coordinates, motivates and supervises the work of subordinate personnel, communicating policies, procedures, goals and objectives either directly or indirectly through senior staff.
- Develops and administers organization-wide or department-wide goals, objectives, policies and procedures to guide the department’s efforts, and provide clear direction to the department’s staff members.
- Oversees and participates in the development and administration of the annual budget for the Planning Department, approving fund forecasts and expenditures and implementing budgetary adjustments.
- Sets measurable performance standards and training goals; and monitors and evaluates the efficiency and effectiveness of service delivery and procedures to identify improvement opportunities, allocates resources efficiently, and take advantage of training opportunities.
- Directs, coordinates, and makes recommendations on land use and zoning matters within the City, and effectively manages the City’s contract with INCOG and its relationship with the Tulsa Metropolitan Area Planning Commission to ensure successful plan implementation.
- Guides the development, implementation, and administration of the City’s adopted plans, including comprehensive plan, small area, and related studies and projects.
- Coordinates planning activities and projects with other City departments and outside agencies in support of the City’s adopted plans, including the prioritization of economic growth, sustainability, and best planning and urban design practices, and the strategic investment of capital improvements to ensure neighborhood vitality and sustainable economic growth and development for the City of Tulsa.
- Analyzes complex administrative and planning problems, evaluates potential solutions, and recommends strategic plans of action.
- Administers the activities of the Tulsa Preservation Commission.
- Develops and presents comprehensive reports on programs, activities, and events for senior management and elected and appointed officials to allow program and policy prioritization.
- Ensures that the Mayor’s Office and City Council is kept fully informed on the condition of the department and about any trends, events, or emerging issues of significance to the department’s success.
- Conducts formal and informal meetings with the development community to build trust and effectively navigate complex challenges.
- Represents the department to other departments, elected officials, outside agencies, boards, authorities and stakeholder organizations including at evening or weekend meetings.
- 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 master's degree in urban planning, public administration or a related field and a minimum of eight (8) years of progressively responsible planning experience including four (4) years of experience in a supervisory capacity.
Knowledge, Abilities and Skills:

Knowledge:
- Considerable knowledge of the theory, principles, techniques, services, and activities required of a world-class comprehensive urban planning, land use, and design program, particularly: neighborhood revitalization, urban redevelopment, historic preservation, and economic growth;
- Considerable knowledge of federal, state, and local laws, ordinances, regulations, and court decisions pertaining to a wide variety of planning topics;
- Considerable knowledge of the principles of personnel management, including supervision, training, and performance evaluation;
- Considerable knowledge of the principles of governmental budgeting and finance;
- Knowledge of real estate terminology, laws, practices, principles, and regulations;
- Knowledge of the economic, social and physical needs of an urban community; and
- Knowledge of computer applications including Microsoft Office, Internet applications, and GIS.

Abilities:
- Ability to understand and manage high-profile, sensitive or controversial political situations;
- Ability to exercise sound and independent judgment within general policy guidelines.

Skills:
- Skilled in effective and persuasive leadership, comfortable leading with all levels of public officials, staff, planning stakeholders, and members of the public;
- Proven management skills and ability to manage day-to-day operations;
- Strong written and oral communication skills, including the editing, oversight or preparation of technical reports, and the presentation of information to government entities and various committees;
- Strong interpersonal and public relations skills to work effectively with various officials, staff, citizens and other customers;
- Strong organizational skills, and the ability to manage multiple complex projects simultaneously;
- Strong problem-solving and negotiation skills, with a focus on building to solutions

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

Licenses and Certificates: Possession of a valid Oklahoma Class “D” Driver’s License; and an American Institute of Certified Planners (AICP) Certification is required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather and requires some travel to various locations.

Class Code: 1116
EEO Code: E-01
Pay Code: EX-60

Group: Clerical and Administrative
Series: City Development

Effective Date: May 7, 2018