

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Director of Planning & Development</u>
Sch & Grade	<u>DHS-15 (Unclassified)</u>
Class Code	<u>AA19</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not-Eligible</u>
Occupational Group	<u>Department Head Series</u>

PRIMARY PURPOSE:

Leads, plans, directs, and manages professional planning, economic development, and administrative work for the City's Department of Planning & Development.

SUPERVISION:

Under general supervision of the Assistant City Manager; supervises professional, technical and support staff personnel both directly and indirectly.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Serves as principal advisor to the City Manager, Assistant City Manager, City Council, city boards and commissions (including serving as Executive Secretary to the Planning & Zoning Commission), other city officials, and other departments regarding city planning, land use, as well as economic and community development issues. Confers as appropriate regarding Planning Department policy, programs, and activities.
2. Plans, organizes, and provides effective leadership in managing the city's planning, zoning, land use, economic and community development activities.
3. Proposes programs and plans for the consideration and action of the Planning Commission.
4. Oversees and directs the preparation or assembling of maps, narrative statements, legal documents, statistical and financial data required for planning application and reports.
5. Participates in and directs the preparation and maintenance of the Master Plan for the City.
6. Ensures implementation of planning and development projects as funded and approved by City Council.
7. Serves as the City's technical representative on planning matters to other government jurisdictions.
8. Serves as the City's Planning representative for the Developer Issues Input Group (DIIG) and attends monthly meetings; maintains an active role with the internal One-Stop Shop Committee for purposes of making improvements to the City's development processes.
9. Oversees departmental budget including planning, preparing, and administering.
10. Makes frequent presentations and reports to City Council, boards, agencies, technical conferences, and the general public.
11. Guides and directs a staff of professional, technical, and administrative support personnel including making selection decisions, completing performance evaluations, and ensuring staff have adequate training and professional development opportunities.
12. Monitors staff development and provides development to insure appropriate succession planning within the Department.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops, and seminars for professional development purposes.
2. Utilizes computer software applications.
3. Develops and maintains working relationships with planning professionals at the local, state, and national level.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles, policies, and procedures regarding urban planning and development; modern administration and management techniques; capital improvements programming and public financing methods.

Abilities

Effectively lead, administer, and manage the activities of the Planning and Development Department; plan, develop, and implement planning and development policies; read and interpret a variety of information; interpret city ordinances, rules & regulations; make effective decisions using sound, independent judgment; follow oral and written instructions; communicate effectively both verbally and in writing including delivering effective presentations and preparing clear and comprehensive written reports; establish and maintain good internal and external working relationships; model and facilitate a working environment that encourages awareness and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; deal effectively and courteously with a wide variety of individuals and groups including City Council, city management, community leaders, associates, government officials, boards, committees, state legislators, outside agencies and the general public; present an overall professional image; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor’s Degree in Urban Planning, Geography, Public Administration or a closely related area plus five years of responsible work experience in the field of Urban Planning. A Master’s Degree in a related area is highly desirable.

Physical Requirements

Makes periodic site visits and attends department and city events and programs both on and off-site. Holds and grips objects.

Working Environment

Primarily indoors, with heating and cooling regulated; when off-site or outdoors making occasional field visits or inspections of a department project, may be exposed to extreme weather conditions and possible safety hazards associated with building construction.

Licensing/Certification

American Institute of Certified Planners (AICP) membership is desired but not required.

Miscellaneous Requirements

Must establish residency within the City limits of Springfield within six months of employment and maintain City residency throughout appointment.

Last Revision:	February 9, 2012	GENERAL ORDINANCE NO. 4609
Comments:	Updated Abilities	Date: June 10, 1996

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.	
Signed: _____	Date: _____