

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Planning & Development Manager</u>
Sch.& Grade	<u>PAT-13</u>
Class Code	<u>AC55</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Planning</u>

PRIMARY PURPOSE:

Serves as a manager in one of two program areas of the Planning and Development Department. Program areas include the:

1. *Planning and Zoning Office*, which is made up of the divisions of *Planning Services* and *Zoning and Subdivision Services*; and
2. *Neighborhood Conservation Office*, which is made up of the divisions of *Neighborhood Conservation Planning* and *Neighborhood Conservation Implementation*.

SUPERVISION:

Under the general supervision of the Director of the Planning and Development Department; supervises and leads staff in assigned program area as well as assigned administrative support staff.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Plans, organizes, and directs the activities of an assigned program area of the Planning and Development Department.
2. Serves as principal assistant to the Director of the Planning and Development Department within assigned program area.
3. Serves as principal staff person in coordinating with the City Manager and City Council on the development and implementation of assigned City and program area projects and programs, includes regularly facilitating City-wide initiatives.
4. Supervises and participates in the development and implementation of City and departmental policy; advises the Director of policy issues in assigned program area including making recommendations and decisions when appropriate.
5. Supervises and participates in the preparation, update, and maintenance of elements of the Master Plan related to assigned program area.
6. Monitors various related governmental legislative, fiscal and regulatory activities.
7. Coordinates Planning and Development Department services and activities with other city departments and other local, regional, state and federal agencies or governments, and fosters a cooperative relationship.
8. Represents the department through preparing and delivering informal and formal presentations to civic groups, neighborhoods, and community members as part of the department's commitment to working with the community.
9. Establishes and communicates clear goals and objectives for assigned program area, which is consistent with overall departmental goals, and promotes team efforts through a continuous quality improvement environment.
10. Supervises and directs assigned personnel, evaluates their performance, and provides training and development as appropriate.
11. Serves as Director of the Planning and Development Department as assigned in the Director's absence.
12. Prepares and submits written reports as required; prepares ordinances, resolutions and contracts.
13. Supervises and participates in the development and implementation of long-range planning for assigned program area including reviewing and evaluating work products, methods, and procedures as well as forecasting needed staff, equipment, materials and supplies.
14. Prepares and manages assigned program area budget.

IMPORTANT FUNCTIONS:

1. Attends workshops, conferences, and other training for professional development purposes.
Performs related work as required.

QUALIFICATIONS REQUIRED:

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

Knowledge

Comprehensive knowledge of principles, methods, regulations, regulatory devices and procedures regarding municipal planning, zoning or neighborhood conservation issues as necessary for assigned program area; computer software applications; modern management techniques.

Abilities

Effectively develop, organize, lead and manage program activities; utilize sound, independent judgment and exercise discretion in making recommendations and decisions regarding matters of significance; prepares and presents clear and comprehensive written reports; read, understand, and effectively analyze a variety of information; follow oral and written instructions; communicate effectively both verbally and in writing; model and promote acceptance 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; present an overall professional image; deal effectively and courteously with associates, City Council, government agencies, other departments and the general public; 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 four year college or university with specialization in Urban Planning, Geography, Public Administration or related field, plus four years of responsible work experience of which at least one year has been in a supervisory capacity. Some experience in zoning and subdivision review or neighborhood conservation, depending on program area assignment, is desirable. A Master’s Degree in a related area may be substituted for one year of the required work experience.

Physical Requirements

Pushes and pulls up to 25 pounds; must be able to hold and grip objects; must have the ability to operate a computer keyboard and/or mouse.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment.

Licensing/Certification

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

Miscellaneous Requirements

Attend required evening meetings. If operating a motor vehicle for the purposes of completing job duties, must possess a valid Missouri Motor Vehicle Operator’s License.

Last Revision:	February 14, 2012	GENERAL ORDINANCE NO. 5325
Comments:	Updated Abilities	Date: November 24, 2003

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:** _____