

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Principal City Planner</u>
Sch. & Grade	<u>PAT-11</u>
Class Code	<u>BD03</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Planning</u>

PRIMARY PURPOSE:

Performs responsible professional and supervisory work related to the administration of the Department of Planning and Development.

SUPERVISION:

Under general supervision; supervises a group of assigned technical and administrative staff.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Coordinates, and directs programs in the department, assuming primary professional, technical, and management responsibilities.
2. Supervises, administers and advises the Director regarding assigned programs, projects and activities including budget preparation and management and personnel management; participates in the formulation of policy.
3. Supervises the preparation, update, and maintenance of elements of the Master Plan and Coordinates the review of development plans for consistency with the City's plans, policies, and programs.
4. Supervises and directs assigned personnel, evaluates their performance, recommends discipline, and provides training and development as appropriate.
5. Serves as a liaison with and advises City Council, Planning and Zoning Commission, Board of Adjustment, Landmarks Board, other City Boards, City departments, private and governmental officials and agencies regarding planning and related policies and issues.
6. Monitors various related governmental legislative, fiscal and regulatory activities.
7. Reviews written recommendations, reports, etc.
8. Prepares and presents both verbal and written reports which include frequent public presentations.
9. Utilizes necessary computer software applications.

IMPORTANT FUNCTIONS:

1. Attends workshops, seminars, 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

Possesses and maintains a working knowledge of all aspects of municipal planning issues, principles and techniques; capital improvements programming, public finance, fiscal impact analysis, applicable regulations and regulatory devices, data sources and urban information systems.

Abilities

Effectively plan, organize, and direct the responsibilities involved in the operation of a division in the department; apply knowledge and effectively participate in policy and program formulation and implementation within established resource and budgetary constraints; effectively supervise professional and technical personnel; utilize discretion and sound independent judgment; make responsible decisions and recommendations regarding matters of significance; read, understand, and interpret a variety of written documentation; prepare and present clear and comprehensive written reports; deliver presentations to the public frequently; communicate effectively both verbally and in writing; deal effectively and courteously with associates, community leaders, and the general public; present an overall professional image; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential function 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 specialization in Urban Planning, Geography, Public Administration or related field, plus at least four years of current and increasingly responsible professional planning experience, at least one of which is in a supervisory capacity. A Master’s Degree in a related area may be substituted for one year of required experience.

Physical Requirements

Ability to operate computer hardware such as keyboard and mouse; pushes and pulls up to 25 pounds; holds and grips objects.

Working Environment

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

Licensing/Certification

None required.

Miscellaneous Requirements

Attends required evening meetings; if operating a motor vehicle for the purpose of completing job duties, must possess a valid Missouri Motor Vehicle Operator’s License.

Last Revision:	February 14, 2012	GENERAL ORDINANCE NO.	4340
Comments:	Updated Abilities	Date:	June 1, 1993

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:** _____