

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Senior City Planner</u>
Sch & Grade	<u>PAT-10</u>
Class Code	<u>BD02</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Planning</u>

PRIMARY PURPOSE:

Performs responsible professional planning work related to plan preparation, research, policy formulation and plan/policy implementation for the City of Springfield.

SUPERVISION:

Under general supervision; supervises assigned staff.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Prepares, updates and maintains elements of the Master Plan.
2. Assumes principal staff responsibility for plan preparation and related research for assigned programs and projects.
3. Assembles and evaluates data, information and maps relating to community growth, urban design, neighborhood conservation, land use planning/redevelopment, and economic development depending on program assignment.
4. Serves as a liaison with and may advise City Council, Planning and Zoning Commission, Board of Adjustment, Landmarks Board, other City boards, City departments, private and government officials and agencies regarding assigned projects, programs and related issues.
5. Monitors various related governmental legislative, fiscal and regulatory activities; maintains a working knowledge of implementation techniques including organizational, regulatory, fiscal and economic development techniques.
6. Prepares grant applications and administers related consultant contracts and contractual services.
7. Reviews development and redevelopment plans, zoning actions and subdivision proposals for consistency with the City's plans, policies and programs.
8. Drafts ordinances and regulations for assigned programs and projects.
9. Prepares and presents both verbal and written reports which include frequent public presentations; conducts related public information and citizen involvement programs.
10. Understands and applies team concepts in working and dealing with associates and the general public.
11. Utilizes necessary computer software applications.
12. Travels to sites throughout the City to conduct field work.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops, seminars, 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 municipal planning issues, principles, methods and techniques with specialized knowledge of urban design/conservation, land use planning, development management, transportation, and economic development programs as required by departmental assignment; capital improvements programming, public finance, fiscal impact analysis, public sector lending practices, applicable regulations and regulatory devices, data sources and urban information systems as required by departmental assignment.

Abilities

Effectively execute planning activities including formulating and implementing policy and programs within established resource and budgetary constraints; work effectively without direct supervision; exercise discretion and utilize sound, independent judgment regarding matters of significance; make effective recommendations and decisions; effectively direct the work of assigned personnel; speak effectively in front of groups; prepare and present clear and concise reports; work effectively in a team environment; accurately enter data and operate a computer; read, understand, and interpret a variety of written documentation; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates, developers, community leaders, citizen groups, 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 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 specialization in Urban Planning or Design, Landscape Architecture, Geography, Public Administration or a related field, plus at least two years of appropriate experience. A Master's Degree may be substituted for one year of the required experience.

Physical Requirements

Must have the ability to operate a computer 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

American Institute of Certified Planners (AICP) membership or Landscape Architect Registration (RLA or CLA) is desired, but not 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 16, 2012	GENERAL ORDINANCE NO. 3324
Comments:	Updated Abilities	Date: June 14, 1982

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:** _____