

## **CLASS TITLE: INFORMATION AND PLANNING MANAGER**

**PURPOSE OF THE CLASSIFICATION:** Under administrative direction, manages, supervises and coordinates a department's planning, research, policy analysis, project management and community outreach efforts; special complex assignments; administration of activities in a department director's absence and other related assigned duties.

### **ESSENTIAL TASKS:**

- Manages the development and implementation of plans and programs
- Conducts economic, demographic, programmatic and other research
- Assists with development and monitoring of department budget
- Develops comprehensive reports
- Makes detailed, professional presentations to elected officials, government officials and citizen groups
- Supervises assigned staff
- Assists in programming project objectives, research activities and related activities
- Analyzes data, designs the master plan or program and makes recommendations for revisions
- Prepares outlines of data desired and supervises compilation and statistical analysis of data
- Serves as liaison and coordinator with private consultants, public officials and various civic organizations
- Prepares detailed plans and graphic and written presentations
- 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 bachelor's degree in business, public administration, urban planning, recreation, social sciences or a related field; five (5) years of experience in a role demonstrating strategic planning, analysis, research and project management skills, or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of research methods and techniques and methods of report presentation. Ability to collect, organize and present complex information; ability to analyze and interpret pertinent laws, ordinances and regulations; demonstrated ability to write comprehensive reports. Ability to analyze and forecast economic, social and physical problems of the community and to formulate effective solutions; ability to analyze and systematically compile technical and statistical information, and to prepare comprehensive technical reports; ability to supervise and train assigned personnel; ability to communicate effectively both verbally and in writing; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

### Physical Requirements:

Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; occasional pushing and pulling up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Requires possession of a valid Oklahoma Class "D" Operator's License.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting and requires some travel to various City locations.

**Class Code: 1194**

**EEO Code: E-02**

**Pay Code: EX-44**

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**Group: Cultural, Legal and Sciences**  
**Series: Parks and Recreation Management**

**Effective Date: April 24, 2019**