

PURPOSE OF THE CLASSIFICATION: Under general supervision, performs professional planning and land use activities and provides support for citizens, authorities, boards, and commissions, the administration, City departments, and elected officials; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Leads and coordinates planning programs and initiatives, assessing changed conditions, shortcomings and needs to determine best planning practices and to develop responses to new development trends in the community
- Leads inclusive, collaborative and meaningful public engagement efforts in the community to facilitate plan updates
- Engages with City departments and assists in initiative development and deliverables to achieve City priorities and goals
- Establishes and manages processes to update and maintain the City of Tulsa comprehensive plan
- Provides high level customer service and assistance to the general public regarding planning and zoning matters
- Presents reports to public officials, community groups and others on plan development, as needed
- Oversees and participates in the writing and development of planning documents
- Manages the public hearing process for adoption of planning initiatives
- Assists in the design and implementation of planning programs
- Researches, analyzes, and presents data in a variety of reporting styles and formats
- Speaks effectively at community, neighborhood or other public meetings
- Answers inquiries from the public regarding planning initiatives
- Reports 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: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Completion of 120 hours from an accredited college or university preferably in planning, community development, geography, urban design, architecture, landscape architecture, or a other related fields; **and,**
- (b) Five (5) years' progressively responsible experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Good knowledge of the principles and practices of urban planning, community research, statistical analysis and program design
- Good knowledge of the techniques of planning research
- Good knowledge of economic, social, health and/or physical needs of an urban community
- Good knowledge of physical design as applied to city planning
- The philosophies, principles, practices & techniques of planning
- One or more planning disciplines, such as land use planning/zoning, transportation planning, environmental planning, urban design, housing, historic preservation or economic development
- Principles, methodology, practices of research and data collection
- Effective writing techniques

- Computer programs and applications, which may include Microsoft Office, Internet applications econometric or transportation modeling, and database management
- Geographic Information Systems (GIS) programs preferred

Ability to:

- Work on several projects or issues simultaneously
- Manage projects and project teams effectively and meet firm deadlines
- Facilitate in-person and virtual public participation activities
- Analyze issues in the community and to formulate effective solutions
- Carry planning assignments to completion through the formulation of creative planning solutions
- Compile and analyze technical and statistical information and to prepare comprehensive technical reports
- Interpret laws and regulations; ability to supervise and train assigned personnel
- Summarize data, draw conclusions and inferences, and prepare reports and/or presentations
- Work well with the general public
- Manage and ensure accuracy in large amounts of data, review detailed site plans and architectural drawings
- Complete work in an efficient and timely manner while experiencing regular interruptions

Skill in:

- Communicating effectively orally and in writing
- Creating and giving presentations
- Facilitating relationships with elected/appointed officials or other decision-makers
- Creative problem-solving
- Gathering relevant information to solve less well- defined planning problems
- Facilitation of group discussions for use with community workshops
- Thinking analytically, critically, and objectively

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 and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- a) Possession of a valid class "D" Oklahoma Driver license; **and,**
- b) *Possession of an American Institute of Certified Planners (AICP) certification, American Institute of Architects (AIA) license, or American Society of Landscape Architects (ASLA) license is preferred.*

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and may be required to attend public meetings and hearings outside normal office hours for which private means of transportation must, occasionally, be available.

EEO Code: N-02

Group: Clerical and Administrative

Series: Urban Development