



July 2011

## PROJECT PLANNER

### **DEFINITION**

Under general supervision, performs a wide variety of professional and technical planning work; implements assigned specialized planning or development programs and projects related to area of expertise such as affordable housing, parks/trails, transportation, natural resources, economic and business development, urban renewal, and similar programs; identifies, applies for, and administers program development and implementation and capital improvement grants; provides program and project management and administration; provides staff assistance to appointed and elected citizen groups, management staff, other departments, partner agencies and organizations, and the public in assigned program and areas of expertise; performs a variety of studies and prepares and presents staff reports; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff. May provide technical direction to lower-level staff.

### **CLASS CHARACTERISTICS**

This is a single-position classification that performs the full range of professional and technical planning. In addition incumbents provide grant development and administration, implementation of an assigned specialty program, and project management and administration. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Associate Planner in that it is responsible for grant development and administration and an assigned specialty program and/or projects, in addition to performing routine to complex urban planning activities and project management.

### **EXAMPLES OF ESSENTIAL FUNCTIONS** (Illustrative Only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.*

- Implements a specialized planning or development program or projects in an assigned area such as affordable housing, parks/trails, transportation, natural resources, economic and business development, and urban renewal; develops, implements, administers, monitors and evaluates assigned programs and projects; coordinates and collaborates with public and private partners; solicits for, develops and manages contracts for a variety of professional services.
- Coordinates and performs activities needed to identify, pursue and administer program development and implementation and capital improvement grants, including researching grant funding opportunities, evaluating funding opportunities relative to City programs, preparing grant proposals, assisting in preparing budgets, interpreting funding agency regulations and requirements, and coordinating with local, regional and state partners.
- Analyzes, reviews, and ensures compliance of proposals and grant budgets with policies, regulations, funding agency requirements, and accounting protocols and procedures; facilitates documentation requirements.

- Develops and maintains databases and systems for recording and tracking grant proposals, awards, and related statistical information.
- Provides support to appointed and elected citizen groups, management staff, other departments, and the public in areas of expertise; develops reports and other informational material; conducts research and prepares briefings papers.
- Serves as project manager for assigned projects, including analyzing and evaluating site and architectural plans, performing technical review, making recommendations, contracting, ensuring completeness and accuracy of plans and applications, and coordinating in-house review with other departments and contractors.
- Compiles information for a variety of studies and reports; researches, analyzes, and interprets social, economic, population, and land use data and trends; develops recommendations and prepares written reports on various planning matters.
- Researches, collects, records, analyzes, interprets, and summarizes statistical information; prepares Geographic Information System (GIS) maps, analyses, and reports; prepares spreadsheets and establishes and maintains a comprehensive database.
- Prepares staff reports for the City Council, various committees, and advisory boards as directed; prepares research, reports, maps, and conducts briefings related to assigned program or areas of expertise.
- Confers with and advises architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards; provides and clarifies information relative to zoning, general plan compliance, signage, and other issues related to assigned program or areas of expertise.
- Conducts studies and needs assessments for the development and implementing of programs to address issues, needs and desired outcomes related to assigned program or areas of expertise.
- Participates in coordinating planning and development related activities of assigned program with other City departments and with outside agencies.
- Coordinates with and provides assistance to the larger City organization in data development, analysis, and planning activities related to assigned program or areas of expertise.
- Answers questions and provides information to the public.
- Engages in constructive dialogue with the public and coordinates citizen involvement activities regarding City proposals and programs related to assigned program or areas of expertise.
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- May provide technical direction and training to other planning and technical staff.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, and procedures of funding sources and grant funds disbursement.
- Project and/or program management, analytical processes, and report preparation techniques; municipal programs such as, but not limited to, affordable housing, parks/trails, transportation, natural resources, economic and business development, urban renewal, and other related or similar governmental programs.
- Principles, practices, and procedures related to urban and regional planning, development, and zoning administration.

- Principles, practices and techniques related to project and/or program management; contract administration principles and techniques.
- Geographic, socio-economic, transportation, political, and other elements related to urban planning and development.
- Comprehensive plans, current planning processes, and the development process.
- Site planning, architectural design principles and the practice of sustainable principles and/or urban design.
- Capital improvement planning and funding.
- Applicable Federal, State, and local laws, codes, and regulations, as well as community development program rules and requirements and related reports.
- Researching and reporting methods, techniques, and procedures.
- Modern office methods, practices, procedures, and equipment, including computer hardware and software necessary for graphic presentation, mapping, and database management, such as Microsoft Office, Microsoft Project, City permitting software, and basic GIS concepts and applications.
- Practices of researching planning and development issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Recent developments, current literature, and sources of information regarding grants administration and management, as well as assigned program or areas of expertise.
- Principles of advanced mathematics and their application to planning work, as well as grant financing and budgeting.
- Methods and techniques of effective technical report preparation and presentation.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for effectively representing the City in contacts with governmental agencies (such as Metro), community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

**Ability to:**

- Work collaboratively with a wide variety of public and private partners in assigned program or areas of expertise
- Develop, administer, implement and monitor public contracting documents for professional services.
- Conduct research, evaluate alternatives, and make sound recommendations on a wide variety of administrative, planning and development topics including grant funding, budget, and operational alternatives.
- Interpret planning and zoning programs to the general public.
- Read plans and specifications and make effective site visits.
- Identify and respond to issues and concerns of the public, City Council, and other boards and commissions.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Perform basic and advanced analysis of site design, terrain constraints, circulation, land use compatibility, utilities, and other urban services.
- Read, interpret, apply, and explain technical written material and complex laws, codes, regulations, ordinances, and City planning policies and procedures.
- Read and understand technical drawings and specifications.
- Perform mathematical and planning computations with precision.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and timely manner.
- Prepare clear and concise reports, correspondence, and other written materials.

- Make effective public presentations.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Operate modern office equipment including computer and related word processing, database, and spreadsheet software and applications.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence, and independent sound judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

### **EDUCATION AND EXPERIENCE**

*Any combination of training and experience, which would provide the required knowledge, skills, and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in urban planning, community development, business or public administration, or a related field, and four (4) years of responsible public agency planning experience, including experience in grants administration and management.

### **LICENSES AND CERTIFICATIONS**

Possession of a valid driver's license with a satisfactory driving record.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect City development sites, including traversing uneven terrain; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen, and make inspections; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures. May be required to work outside of normal work hours such as evenings, early mornings, and/or weekends.