

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Urban Planning Administrator	CLASS. CODE: 0235
DEPARTMENT:	Community Development	FLSA: E
REPORTS TO:	Community Development Director	DATE: 7/1/2002

Job Summary:

Directs the Planning Division of the Community Development Department including the development of long-range planning and natural resource policies and projects, and maintenance of the City's zoning and subdivision codes.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Insures the comprehensive and neighborhood plan preparation and maintenance; meets state land use planning goals and guidelines.
2. Coordinates City's land use program, historic preservation and growth management programs, including zoning, subdivision and urban growth management permits.
3. Supervises a variety of professional and technical staff.
4. Through subordinate supervisors, assigns work, makes hiring decisions, establishes work standards and training needs, and coordinates staff development programs.
5. Evaluates employee performance; assists in resolving complex problems and issues, responds to grievances, and issues discipline as needed.
6. Sponsors legislation; prepares proposals and recommendations which enhances land use and natural resource laws to meet City or regional goals.
7. Advises and supports Planning Commission and City Council.
8. Directs administrative policy and procedures on planning and natural resource issues.
9. Prepares and administers Division budget.
10. Coordinates planning services with other agencies and City departments in a leadership role.
11. Administers division activities related to providing short and long range planning services for the City.
12. Directs the integration of physical and social planning with the needs of neighborhood associations.
13. Presents a positive image of the division to the community as an efficient, responsive, proactive planning service that anticipates community needs.
14. Develops a yearly budget, yearly division objectives, and manages budget expenditures with a cost control system.
15. Develops and maintains a long-range master plan for major replacements and major maintenance items within the division.

Important Job Functions

1. Attends meetings and various training seminars and conferences as required.
2. Oversees City response to Environmental Species Act.
3. Represents the City on planning and natural resource matters to neighborhood associations, watershed councils, community and business groups, and policy-making boards.
4. Performs other duties as required by Director.

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MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in planning, public administration or a related field; and,

Seven (7) to Ten (10) years of experience in a related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- American institute of Certified Planners is desirable.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and procedures of urban planning and land use regulations and laws.
- Specific subject areas which have application to planning including citizen participation, housing, transportation, community facilities, community design, resources preservation, social services and land use.
- Contemporary office practices and procedures and basic office software products.

Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Speak and present effectively in front of large groups.
- Present technical information to lay audiences in an understandable manner.
- Identify potential land use demands, work and communicate effectively with citizens, other governmental agencies and policy-making boards to formulate modifications and implement appropriate change to meet community growth demands in a pro-active manner.
- Plan, organize, instruct, coordinate and supervise the work of subordinates.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Bend, kneel, or stoop.
- Lifts up to 10 pounds.

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The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.