

CLASSIFICATION ADDENDUM

Job Title: Comprehensive Planning Manager

Classification Specification: Manager / Program Manager

Barg Unit: NON

Pay Grade: D61

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Comprehensive Planning Manager performs duties managing and supervising delivery of long range land use planning, long range infrastructure planning, and housing, community development and revitalization programs. Prepares and implements work plans and budgets; develops applicable plans and studies including local and regional land use and infrastructure plans, refinement plans, redevelopment plans, housing and social services plans, and economic development activities; evaluates, prepares and presents technical and professional recommendations; develops and implements projects, monitors budget and time requirements, and facilitates public involvement; prepares consultant services contracts and grant applications, and manages grants; maintains compliance with related federal and state policies and regulations; represents the Department and the City on intergovernmental long range land use and infrastructure planning, and Housing and Urban Development (HUD) program activities; supervises and evaluates assigned staff; provides support to Division Manager and Department Director; may manage in the absence of the Community Development Manager. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of urban planning, architecture, public administration or related field with progressively responsible professional planning experience, including personnel management experience.
- Experience working in a political environment or context.

Licensing Requirements:

- A valid Oregon Driver's License at time of appointment.

Knowledge:

- Theory, principles and practices of comprehensive land use planning or similar municipal activity.
- Infrastructure planning, project development and delivery.
- Federal funding programs such as the HOME investment Partnership and Community Development Block Grant.
- Geographic Information Systems tools and analytical capacities.

Essential Characteristics and Duties Addendum

Skills: *(Demonstrated skill in performing the following)*

- Organizing multi-year work programs and effectively managing multiple programs and projects simultaneously.
- Collaborative interaction with public and semi-public agency partners.
- Managing consultant teams and contracts.

Qualification For Grade Progression:

N/A

Physical Requirements Addendum

Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

Addendum History

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