

CLASSIFICATION ADDENDUM

Job Title: Planning Supervisor

Classification Specification: Associate Manager

Barg Unit: Non

Pay Grade: C52

*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 Planning Supervisor performs duties to include work planning and budgeting; supervises the work of planners in routine assignments or special projects; supervises, and may participate in the preparation, revision, and administration of: regional land use plans, refinement plans, economic development projects, housing, community development and revitalization programs, zoning ordinances, and development regulations; provides information and prepares recommendations; designs and coordinates projects, monitors budget and time requirements, and facilitates citizen involvement; supervises, and participates in, the review of development proposals and the application of Development Code provisions, Comprehensive Plan Policies, and State and Federal regulations; prepares and supervises the preparation of reports with recommendations for denial or approval with conditions, for land use decisions and legislation action; provides intergovernmental coordination and staffing; prepares and manages contracts for services; prepares grant applications and manages grants; represents the City on metropolitan planning issues; coordinates public presentations and staff assistance to boards, councils, and commission; supervises, and participates in, the dissemination of pertinent information to property owners, developers, realtors, and others; designs and develops maps and other illustrative graphics; provides technical support for the Manager and the Director; may manage in the absence of the Planning 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 or related with professional planning experience, including supervisory or lead experience.

Licensing Requirements:

- A valid Oregon driver's license at time of appointment.
- American Institute of Certified Planners certification is desirable.

Knowledge:

- Theory, principles, and practices of land use planning;
- Federal, State, and local regulations as they relate to land use plans and planning processes;
- Related government programs, and how they are integrated with land use planning processes.

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

- Evaluating land use proposals and applying relevant Federal, State, and local rules and regulations;
- Drafting maps and other illustrative graphics;
- Managing complex time-sensitive projects and organizing multi-year work programs.

Essential Characteristics and Duties Addendum
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Qualification For Grade Progression: N/A

Physical Requirements Addendum

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

Travel as required.

Addendum History

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