Current Planning Supervisor

General Information	
Classification Code:	MGRASO
Effective Date:	7/1/2011
Pay Grade:	C52
FLSA Status:	Exempt

Position Summary

The Current Planning Supervisor performs work planning, budgeting, operationalizing, and supervising the work of planners, administrative staff, and code enforcement officers in routine assignments or special projects. Oversees the application and implementation of the city's adopted plans and development code when processing land use applications and the coordination with developers, property owners, business owners, and residents to ensure on-going compliance with the city's municipal and development codes. Participates in the preparation, revision, and administration of land use plans, economic development projects, zoning ordinances, development regulations, and enforcement programs. Provides leadership within the department and is a member of the Community Development Management Team. Performs related duties as assigned.

Classification Characteristics

This is the advanced journey level of the Associate Manager classification. Associate Managers make process decisions and decide how to best achieve the objectives, standards or guidelines established by higher level management. Associate Managers are differentiated from Manager/Program Managers in that the higher-level classification assists with the management of multiple divisions, sections, and/or major programs, or managing the administrative operations of a single division. Supervisors differ from Associate Managers in that Associate Managers oversee operations of administrative, professional, specialized, and technical staff within specific or multidisciplinary fields. May manage in the absence of the Planning Manager.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

1	Supervises staff to include prioritizing, assigning, monitoring, and reviewing work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
2	Identifies technology needs and ensures implementation of available technology to improve customer service and operational efficiency. Provides technical support for upper management.
3	Designs and coordinates projects including contracts for service and grant applications; monitors budgets, schedules, and reporting requirements; and facilitates community engagement and interdepartmental and interagency coordination.
4	Oversees and participates in the dissemination of pertinent information to property owners, developers, realtors, business owners, residents, and others; and works to resolve issues including complaints.

Essential Duties	
5	Oversees and participates in the review of development proposals and the application of Development Code provisions, land use policies, and State and Federal regulations.
6	Prepares and supervises the issuance of land use decisions, including staff reports for quasi-judicial and legislative decisions with recommendations for approval or denial and any associated conditions of approval.
7	Oversees compliance of the municipal and development codes, including inspections, investigations, reports, enforcement, and preparation and defending of cases brought before the Municipal Court Judge.
8	Coordinates public presentations and staff assistance to the Historic Commission, Planning Commission, and other committees as appropriate.
9	Serves as the floodplain administrator for the City.
10	Ensures proper record keeping in accordance with state requirements for record retention.
11	Performs other duties of a similar nature or level.

Functional Specific Responsibilities

N/A

Qualifications

Minimum Qualifications:

- Bachelor's Degree in a related field and five years of progressively responsible experience or equivalent combination of education and experience sufficient to perform the essential duties of the job.
- Two years of experience in program, project, and/or personnel management

Licensing/Certifications:

- Certified Floodplain Manager is desirable.
- American Institute of Certified Planners certification is desirable.
- Oregon driver's license is desirable.

Technology Skills:

- Development review and compliance software — Accela
- Document management software — Microsoft Sharepoint; Microsoft One Drive
- Electronic mail and calendaring software — Microsoft Outlook
- Communication and coordination software – Microsoft Teams
- Human resources software — PeopleSoft
- Card payment management service – Works (Bank of America)
- Information retrieval or search software — Laserfiche
- Internet browser software — Web browser software
- Office suite software — Microsoft Office (Word, Excel, PowerPoint)
- Project management software — Microsoft Project or Microsoft SharePoint
- Time accounting software — Payroll software
- Asynchronous meeting software - SpringfieldOregonSpeaks
- Video conferencing software — Teams; Zoom

Qualifications

Knowledge Required:

- Administration and Management — Knowledge of management principles involved in strategic planning, resource allocation, human resources, leadership, and coordination of people and resources.
- Clerical — Knowledge and abilities in administrative and clerical procedures and systems such as word processing, meeting minutes, file management and record keeping, and other office procedures and terminology.
- Code Enforcement - Enforcement principles and practices and investigative techniques; legal processes and municipal court proceedings.
- Communications and Community Engagement – strategies and techniques to communicate with and engage the public in the land use planning process; meeting planning and facilitation; public speaking
- Construction Documents – Ability to review and understand site plans, construction drawings, and specifications.
- Customer and Personal Service — Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Oregon Land Use Planning – Knowledge of the statutory and regulatory requirements for comprehensive land use planning coordination; city planning and zoning; and boundary changes
- Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, and performance coaching and evaluation.
- Research and Analysis – Data gathering techniques, trend identification, quantitative and qualitative analysis, policy analysis, preparation of findings of fact, and report writing.

Skills:

- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Coordination — Adjusting actions in relation to others' actions.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Instructing — Teaching others how to do something.
- Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job.
- Mathematics — Using mathematics to solve problems.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Negotiation — Bringing others together and trying to reconcile differences.
- Operations Analysis — Analyzing needs and product requirements to create a design.
- Persuasion — Persuading others to change their minds or behavior.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Service Orientation — Actively looking for ways to help people.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Speaking — Talking to others to convey information effectively.

Qualifications

- Systems Analysis — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Systems Evaluation — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Time Management — Managing one's own time and the time of others.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- Meeting Facilitation — Planning, guiding, and managing group participation to ensure objectives are met.

Abilities:

- Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.
- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Far Vision — The ability to see details at a distance.
- Flexibility of Closure — The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Mathematical Reasoning — The ability to choose the right mathematical methods or formulas to solve a problem.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Number Facility — The ability to add, subtract, multiply, or divide quickly and correctly.
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Originality — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Selective Attention — The ability to concentrate on a task over a period of time without being distracted.
- Speech Clarity — The ability to speak clearly so others can understand you.
- Speech Recognition — The ability to identify and understand the speech of another person.
- Visualization — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.

Physical Requirements

Key	None 0% (0 hrs.)	Seldom 1-10% (Up to 1 hrs.)	Occasionally 11-35% (Up to 3 hrs.)	Frequently 36-75% (3-6 hrs.)	Continuous 76-100% (6+ hrs./day)

Physical Requirements											
	0%	1-10%	11-35%	36-75%	76-100%		0%	1-10%	11-35%	36-75%	76-100%
BODY POSITIONS						**PUSH/PULL**					
Standing		X				0-10 lbs.	X				
Sitting					X	11-20 lbs.	X				
Walking – Even Surface		X				21-50 lbs.	X				
Walking – Uneven Surface		X				51-75 lbs.	X				
Kneeling	X					76-100 lbs.	X				
MOVEMENTS						**ENVIRONMENTAL HAZARDS**					
Bending/Stooping	X					Indoors					X
Twisting	X					Outdoors		X			
Crawling	X					Dust	X				
Squatting/Crouching	X					Fumes/Odors/Gasses		X			
Balancing	X					Chemical Agents	X				
Reach – Overhead	X					Biological Agents	X				
Reach – Forward	X					Noise – Low					X
Reach – Backward	X					Noise – Moderate		X			
Climbing – stairs	X					Noise – High	X				
Climbing - ladder	X					Low Light		X			
USE OF HANDS						Heat	X				
Grasping – whole hand	X					Cold	X				
Grasping – pinch grip		X				Restricted workspace	X				
Fine manipulation/feeling	X					Vibration – whole body	X				
Keyboarding					X	Vibration - extremity	X				
LIFT/CARRY						**JOB SPECIFIC**					
0-10 lbs.	X					Driving – vehicle/equipment		X			
11-20 lbs.	X					Operate foot controls	X				
21-50 lbs.	X					Seeing					X
51-75 lbs.	X					Talking				X	
76-100 lbs.	X					Hearing				X	
						Extended work hours		X			

Classification History

Created: 2012.01
2016.04 – Revisions by HR
2021.09 – Reformat and revisions by HR

I have reviewed the job description.

Employee: Name_____ Signature _____ Date _____