



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: CITY PLANNER III

BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER: 0940

PAY RANGE CODE: 23.1 MC REVISION DATE: 2/22/18

NATURE OF WORK:

This is advanced professional work in a Planning division or the Housing and Community Development division of the City Planning Department. The work involves developing and reviewing planning projects, and coordinating technical studies, designs, and master plans for the City and metropolitan area. Work also involves planning, assigning, overseeing, and reviewing the work of neighborhood real estate development and code enforcement. Employees exercise considerable independence in the performance of duties and coordinate activities with the Planning Director.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Represents the City in making presentations to the City Council, administered boards and commissions, and interested individuals and groups concerning specific cases, projects, or the City's Master Plan and related documents, and the reasons for their implementation.

Participates in hiring, and trains, plans, schedules, assigns, oversees, and evaluates the work of a number of subordinates.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

The following essential functions are specific to the designated division or section:

Urban Design Division

Oversees administration of the Urban Design Division of Urban Planning, Urban Design Review Board, and the Landmarks Heritage Preservation Commission.

Long Range Planning Division

Oversees administration of the Long Range Planning Division of Urban Planning, presides over or serves on committees such as the Capital Improvements Committee, Development Review Committee, Metropolitan Area Planning Committee, and other various committees.

Current Planning Division

Oversees administration of the Current Planning Division of Urban Planning, Planning Board and Zoning Board of Appeals. A person in this position presides over or serves on committees such as the Development Review Committee and oversees the administration of the City's zoning and subdivision regulations.

Construction and Development

Oversees all design, development, and inspections for acquisition, rehabilitation, and new construction of infrastructure, residential properties, and commercial properties following federal, state, and local codes and standards.

Oversees construction management for acquisition, rehabilitation, and new construction of infrastructure, residential properties, and commercial properties.

Economic Development

Manages the Tax Increment Financing ("TIF") Program by supervising research, design, development, and implementation of the program.

Acts as a liaison with Federal and State government agencies to promote legislation beneficial to the City and the community. Assists with the monitoring and evaluating of proposed new state legislation related to the economic development programs, particularly TIF, of local governments and provides policy advice and/or recommendations.

Works with the business community, neighborhood groups, State agencies, County agencies, elected officials, and other public/private partnerships to accomplish community and economic development goals, including assisting with the establishment of Business Improvement Districts.

Community Development

Manages Community Development Block Grant, HOME, Lead and Healthy Home, and other grants directed toward providing benefits to the community. Work includes overseeing the development of program plans, the implementation, execution, and monitoring of programs, and reporting results to applicable agencies or organizations and the public.

Acts as a liaison between the City and developers, neighborhood groups, Federal, State, and County agencies, elected officials, and other public/private partnerships to accomplish community development goals.

Operations

Prepares the Department's annual budget, including General fund, tax increment finance, training and technology, and grant fund sources in cooperation with other department managers. Acts as the Department's point-of-contact with the Finance Department.

Manages the Department's funds, including reconciling the Department's accounting of funds with that of the Finance Department, maintains a status report of the Department's expenses and projects future expenses within the allotted budget, and makes journal entries into the general ledger and project module, as needed.

Assists Department managers, assistant directors, and the Director with the hiring, discipline, counseling, and termination of employees. Assists with interviews conducted during the hiring process. Acts as the Department's point-of-contact with the Human Resources Department.

Neighborhood Planning

Acts as a liaison between the City, specifically the Planning Department, and neighborhoods and neighborhood alliances by regularly attending neighborhood and neighborhood alliance meetings.

Manages the Neighborhood Directory.

Coordinates with the Community Liaisons in the Mayor's Office.

Property Development

Identifies target properties for development or redevelopment, acquires properties, relocates businesses and displaced individuals, and disposes of properties in cooperation with department staff.

Oversees the maintenance and upkeep of properties.

Coordinates Redevelopment Plans in cooperation with department staff.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of city planning and research methods.

Knowledge of city and neighborhood planning.

Knowledge of planning research methods.

Knowledge of architectural and landscape architectural principles of master planning.

Knowledge of real estate and real estate construction principles and practices.

Knowledge of federal laws relating to community and economic development.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to conceive, plan, and oversee planning and design projects, the research and analysis of planning data, the preparation of detailed physical plans, and the compilation of reports.

Ability to coordinate planning phases with employees of other departments, and with architects, consultants, and interested individuals and groups to explain proposed plans.

Ability to prepare technical reports and to make presentations to interested groups and individuals.

Ability to plan, schedule, oversee, and evaluate the work of subordinates.

Ability to understand written and oral instructions.

Ability to establish and maintain effective working relationships with fellow employees and the general public.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to sit from 51 to 75% of the time; to stand and walk from 26 up 50% of the time; and to climb, reach, bend, stoop, squat, kneel, crouch, push, pull, lift, or type up to 25% of the time.

Ability to sit for extended periods, to use up to ten (10) pounds of force up to 33% of the time and lesser amounts of force from 34 to 100% of the time to move objects.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree

AND

Experience in economic and community development **OR** developing elements of a master plan

OR formulating a long range master plan of urban development and redevelopment or revitalization **OR** administering or coordinating the collection of data and the conduct of major programs and projects or the activities of advisory boards **OR** explaining proposals or programs to groups and individuals **OR** writing major planning documents **OR** analyzing planning data and planning applications.

One (1) year of supervisory experience is preferred.

SPECIAL QUALIFICATIONS

Must be able to transport oneself or coordinate transportation to sites throughout the city during the course of the work day.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in an office setting amid normal conditions of dust, odors, fumes, and noise; however, at times an incumbent in this classification is required to work outdoors in all weather conditions.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer	Telephone	Copier
Printer	Facsimile Machine	Calculator
Drafting Equipment	Audio-Visual Equipment	
Scanner		

Previous Revision Date(s): 12/3/96
10/25/12
3/30/17