

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Planning Manager	Job Code: 2108
Date: October 31, 2024	EEOC Code: PR
FLSA Designation: Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is professional planning and management work responsible to administer assigned City current or long-range urban planning programs and manage the Planning unit.

CLASSIFICATION STANDARDS: The single position allocated to this classification is responsible to the Development Services Director and performs all tasks under general direction. This work is distinguished from the work of lower-level planners by its higher-level technical and professional skills and responsibility to manage the Planning unit.

ESSENTIAL DUTIES: Develop, maintain, implement, and administer City current or long-range urban planning programs and policy as assigned; draft various agreements, documents, and ordinance changes in support of planning projects; develop, implement, and manage special area plans and projects related to transportation, land use, building use, housing, environmental impact, long-range plans, current planning visioning, or other related areas; conduct research and prepare and present staff reports for the Planning Commission; prepare specialized planning reports; supervise preparation of planning studies; perform planning-related estimates and projects; advise the Municipal Council, Planning Commission, Transportation and Mobility Advisory Committee (TMAC), department, general public, and other groups on relevant planning issues; conduct neighborhood and community meetings to explain City programs and exchange information; represent the City on various committees and boards and before the Municipal Council; may interact with federal and state government agencies, including Housing and Urban Development, regarding the submission of and management of grants, direct subordinate staff in gathering, evaluating, and disseminating applicable planning information to the public; propose and approve all contract specifications and equipment purchases; develop, submit for review, and implement service programs, policies, procedures, and goals; ensure appropriate documentation of program activities; prepare a variety of records and administrative reports on section activities and performance; maintain vehicle and equipment inventory; perform work of lower-level planners as needed; assist staff members as needed.

Supervise, plan, and coordinate the work of assigned personnel including scheduling of workload and coordinating workflow; oversee staff training; ensure work is completed accurately and efficiently; identify, evaluate, and resolve personnel concerns; conduct performance reviews and enact rewards and discipline if needed; may make staffing decisions within assigned area including the hiring and firing of personnel; maintain and review all reports, work records, work specifications, and appropriate documentation; perform other related duties as required.

MINIMUM REQUIREMENTS: Bachelor's degree in Planning, Public Administration, or other job-related field and 5 years of public planning experience, 1 year of which must have been in a supervisory capacity **OR** an equivalent combination of job-related education and experience [substituting each 1 year of post-secondary education/training for 6 months of experience].

License(s)Certificate(s): A valid, lawful Driver License is required. An American Institute of Certified Planners (AICP) membership is required.

SELECTION FACTORS: Knowledge of: principles, practices, goals, and objectives of urban planning and land use programs; budget preparation and administration processes; related laws, codes, city ordinances, rules, and regulations governing functions of the position; legislative principles and practices; operations, functions, and terminology common to the work; modern management and supervisory principles and techniques; basic English composition, spelling, and grammar; research methodology and statistical analysis. **Skill in:** interpersonal relations and management as applied to the direction and supervision of employees; practicing trust-building behaviors; implementing urban planning programs; evaluating programs and procedures. **Ability to:** present complicated data, follow conflicting and complex arguments, identify key issues and draw supportable and lawful conclusions; prepare clear, concise, accurate, and informative reports on complex issues; interpret general orders and research technical and specialized data and information; quickly and accurately perform work; communicate effectively both verbally and in writing; deal with the public and others in a pleasant, courteous, and calm manner in all circumstances and always maintain effective working relationships; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; understand and balance the needs of various groups and individuals; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards others; make presentations in public meetings and conduct public hearings in a professional manner; demonstrate a high level of commitment to the principles of positive customer service; lead the work of others.

TOOLS AND EQUIPMENT USED: Computer, drafting equipment, telephone, other office equipment, and vehicle.

PHYSICAL DEMANDS: Requires sitting at a computer or desk for long periods while maintaining concentrated attention to detail, occasionally walking on undeveloped or broken ground during site visits.

ENVIRONMENTAL FACTORS: Work is primarily performed inside an environmentally controlled building. Requires occasional exposure to adverse weather conditions, project or construction site hazards, or exposure to high-stress situations or environments, including meeting frequent deadlines and making contact with the public and employees in confrontational or unpleasant circumstances.

Bill Peperone
Department Director

Oct. 30, 2024
Date

M. Kaufman
Mayor/Chief Administrative Officer

Oct 31, 2024
Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Classification specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This classification specification supersedes earlier versions.