

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Planning Supervisor	Job Code: 2108
Date: May 16, 2019	EEOC Code: PR
FLSA Designation: Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is professional management level work responsible to administer City-wide urban planning programs.

CLASSIFICATION STANDARDS: The single position allocated to this classification is responsible to the Development Services Director and performs all work under very general direction. This work is distinguished from lower-level planners by its higher level of technical and professional skill needed, supervisory duties, and responsibility to oversee and coordinate division programs.

ESSENTIAL DUTIES: Develop, maintain, implement, and administer City-wide urban planning programs and policy; draft various agreements, documents, and ordinance changes in support of planning projects; develop, implement, and manage projects related to transportation, land use, building use, housing, environmental impact, long-range plans, visioning, and 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; assist in reviewing subdivision and development plans; interpret policies, plans, and ordinances and ensure programs are compliant with ordinances and general planning provisions; advise the Municipal Council, Planning Commission, Board of Adjustment, department, general public, and other groups on 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; direct City planners and subordinate staff in gathering, evaluating, and disseminating applicable planning information to the public; develop and manage section budget, including oversight of purchasing process and approval of expenditures to ensure fiscal responsibility; propose and approve specifications for all contracts and equipment purchases; develop, submit for review, and implement service programs, policies, procedures, and goals; ensure overall compliance with applicable ordinances, and local, State, and Federal regulations; ensure appropriate documentation of program activities; review logs and reports to identify and resolve inefficiencies; prepare a variety of records and administrative reports on section activities and performance; maintain vehicle and equipment inventory; perform work of lower-level planners; assist staff members as needed.

Supervise, plan, and coordinate work of assigned personnel; ensure work is completed accurately and efficiently; identify, evaluate, and resolve personnel concerns; resolve disputes between subordinates and the public; make staffing decisions including hiring and firing; conduct performance evaluations; enact discipline and/or employee recognition as needed; oversee and direct the training and development of assigned personnel; ensure compliance with City policies and procedures; supervise record maintenance and review all reports, logs, work records, and documentation; develop and manage safety programs for assigned personnel, including coordinating all applicable risk management issues; perform other related duties as required.

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

License(s)/Certificate(s): A valid, lawful Driver's License 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.

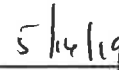
TOOLS AND EQUIPMENT USED: Computer, drafting equipment, telephone, and other office equipment.

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

ENVIRONMENTAL FACTORS: Work location is inside with little or no occupational hazards present. 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.



Mayor/Chief Administrative Officer



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. Class 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 class specification supersedes earlier versions.