ASHEVILLE, NORTH CAROLINA

Classification Specification

Director, Planning & Urban Design
Job Code: 3000
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to plan, direct, and oversee the development and implementation of a comprehensive official community plan through development and application of land use policy and administration, as well as direct and manage department staff.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Manages, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team through subordinate supervisors; processes employee concerns and problems and counsels as appropriate; determines discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring decisions; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work; prioritizes and schedules work activities in order to meet objectives; oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; and provides progress and activity reports to City administrators and elected officials.

Advises City administrators and City Council regarding department activities, programs, operational issues, training, and initiatives: provides technical expertise and recommendations regarding planning and urban design initiatives and concerns; attends various Council and committee meetings; prepares and presents staff reports and recommendations regarding department initiatives, programs, and project progress; receives and responds to inquiries from Council members and the public; and serves on various leadership teams and committees, as assigned.

Supervises and/or serves as staff liaison for a variety of City boards and commissions and outside agencies: provides technical planning expertise to the Planning and Zoning Commission, Downtown Commission, Housing and Community Development Committee, Historic Resources Commission, Board of Adjustment, Sustainability Advisory Committee on Energy and the Environment, Multimodal Transportation Committee, Riverfront Commission and other boards and commissions; develops, reviews, and presents related reports and recommendations; provides assistance to other City departments and public agencies involved in long-range and current planning; makes presentations regarding planning and urban design to various City and community groups; advises property owners, developers, design professionals realtors and the public regarding design criteria and design, ordinance requirements and City processes regarding project proposals and related inquiries; and coordinates City planning activities with impacted municipal, state, federal and private agencies.

Develops and implements long- and short-term plans, goals, and objectives for department: researches, assesses and develops strategies to meet current and future issues and concerns regarding City planning, urban design, historic preservation, land use and zoning administration, and related needs, issues, and concerns; and identifies and implements needed changes, modifications and/or enhancements.

Develops, implements, and updates policies and procedures for department: formulates and develops work methods and practices, policies, standard operating procedures, and training programs; monitors implementation of rules and regulations; and updates and revises policies and procedures as required.

Develops, defends, and implements department budget: determines budget allocations for staffing, equipment, and capital improvements; prepares and reviews contracts and agreements; approves contracts, department accounts payable, procurement card transactions, and travel authorization requests; monitors expenditures and revenues to ensure compliance with approved budget; and maintains related documentation.

Develops, implements, and directs planning and development projects: identifies projects to meet City planning and urban design needs; recommends project priorities; researches planning problems and issues and prepares comprehensive reports; supervises the gathering and analysis of statistical and narrative data, including demographic and socioeconomic trends and conditions, land use, zoning and economic development analyses, etc.; directs the preparation of presentation materials; coordinates planning activities with municipal, state, federal and private agencies, as needed; ensures department projects are on-time; provides progress reports to City administrators, elected officials, the public and others as requested.

Performs a variety of public information and public relations duties: serves as the spokesperson for the department; receives and responds to media inquiries; provides interviews to local and national media on department initiatives; leads and participates in meetings and public hearings; makes presentations; provides information and answers questions related to planning recommendations and proposals; and coordinates educational and public relations activities related to planning, urban design and historic preservation.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles, trends, and practices relating to urban planning and design; reads professional literature; maintains professional affiliations; and facilitates and attends meetings, workshops, conferences, and training sessions as required.

Communicates with City officials, supervisor, subordinates, other City employees, members of boards and commissions, developers, design professionals, property owners, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or

resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, staff reports, master plans, comprehensive plans, planning studies, time sheets, travel authorizations, contracts, budget and financial records and documentation, work plans, memos, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Master's Degree in City & Regional Planning, Urban Planning, Architecture, Landscape Architecture, Community & Economic Development, Urban Design, or related field; supplemented by 10 years of progressively responsible experience in managing and implementing urban and regional planning strategies, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain certification from the American Institute of Certified Planners.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several

concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.