

**CLASS SPECIFICATION**  
**Senior City Planner**

FLSA Status: Exempt  
Union Representation: Professional and Technical Employees (PTE)

**GENERAL PURPOSE**

Under general direction, serves as team leader, project manager or bureau expert in one of several specialized planning functions; conducts research and performs complex planning studies, projects and assignments; develops and updates comprehensive and long-range plans and associated policies and programs; provides policy advice and represents the bureau and City with regional and state agencies; and performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS**

Senior City Planners serve as team leaders, project managers or top-level technical experts for work groups or interagency teams in a planning specialty area. Incumbents lead, manage or provide the highest-level expertise to complex and politically sensitive planning studies, projects, development review processes, and assignments. Senior City Planners represent the bureau in inter-agency, local, regional and state meetings and planning efforts. Incumbents are expected to exercise expert independent judgment, initiative and decision-making authority to develop timely solutions to complex problems. Within the framework of established guidelines, Senior Planners may be authorized to make final decisions and/or recommendations on behalf of the bureau. Projects and assignments require a high degree of knowledge and ability in identifying and solving problems, interpreting and analyzing City codes and policy and maintaining effective contacts and relationships with elected and appointed officials, citizens and the development community. Assignments are given in terms of broad objectives and evaluated based on overall results.

Senior City Planner is distinguished from Supervising Planner in that incumbents in the latter class are responsible for the administrative supervision of the resources, people and functions assigned to their units.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Assigns, directs, reviews, supervises and monitors the work of technical staff and consultants; acts as team leader for staff coordinating bureau planning activities; trains and mentors professional and technical staff, facilitates acquisition of resources and training for team members and ensures staff training needs are met; coaches staff for better performance; edits written work of staff for accuracy and readability of content; coordinates and balances workloads among team members; monitors turn-

around time for completion of assignments; evaluates and modifies procedures to improve service delivery; mediates conflict between team members; keeps statistics of team's work.

2. Develops, designs, administers, coordinates and manages planning programs to meet City needs; administers complex bureau policies and regulations; interprets and implements federal, state and regional laws and regulations; interprets and integrates planning requirements into policy direction, plans and management of bureau programs; determines the application of code and regulations in complex situations; writes and edits City codes and regulations related to planning issues; researches, writes and edits management plans; prepares master plans and major elements of the City's comprehensive plan; analyzes amendment requests from the general public and other bureaus; reviews and edits proposed amendments to Code to ensure clarity and consistency; develops strategies, code amendments and other measures to carry out policies.
3. Serves as project manager on complex and politically sensitive planning projects; develops policies and planning recommendations or develops solutions to long- and short-term problems; develops major aspects of the City's comprehensive plan including the development, scheduling, monitoring and overseeing of work programs for the project; designs and manages projects by identifying problems, determining methodology, setting project goals and objectives and developing work plans and budgets.
4. Develops and manages contracts with outside consultants to obtain necessary information; develops requests for proposals and contracts; coordinates and reviews work of consultants and other staff; monitors work programs and schedules to ensure terms of contract are met and project completed in a timely manner.
5. Facilitates and works with technical and citizen advisory committees; monitors work programs and schedules to ensure timely project completion.
6. Coordinates with bureau management and elected officials; makes recommendations and presents reports to City Council and other commissions; keeps bureau management and City Council apprised of the status of bureau programs and the bureau's ability to meet regulatory requirements through best management practices; assists City Attorney in preparing legal briefs.
7. Researches policy issues and conditions; establishes methodologies and standards for research and studies; manages the collection of information regarding study needs from other bureaus and agencies; plans and manages processes to prepare detailed study designs that reflect outlined needs; prepares scopes of work; designs, conducts and analyzes surveys, inventories and evaluations, including data collection and interpretation, analysis and evaluation of consequences of different courses of action; conducts special studies on sensitive planning issues.
8. Briefs bureau staff on code changes and land-use recommendations; notifies City employees on bureau programs and incentives; keeps team members updated on outcome of management decisions, interpretations and new regulations.

9. Acts as bureau spokesperson and liaison and provides support to other bureaus and local, state and federal government agencies.
10. Takes the lead in responding to questions from City employees, developers, agency and industrial professionals and the public on bureau programs, policies and regulations; explain City positions, policies, procedures and regulations on planning matters; deals with difficult and upset citizens and members of the development community.
11. Represents the bureau and participates on committees, subcommittees, advisory groups, councils and boards that deal with local and regional issues; organizes and hosts board meetings and special events; presents programs and policies to neighborhood groups as needed; conducts and facilitates public meetings, workshops, open houses and citizen and technical advisory committees; participates and serves on other bureau or agency technical advisory committees.
12. Convenes and leads team meetings and inter-bureau teams.
13. Analyzes and evaluates technical documents, drawings, plans, blueprints, graphs and charts for accuracy, completeness and applicability to pertinent regulations.
14. Develops, budgets and manages consultant contracts; identifies candidates; prepares and distributes RFPs; convenes interview panels and selects consultants; reviews work products and authorizes payments.
15. Monitors grant and funding opportunities; prepares funding proposals and applications; administers grants; prepares project status reports on grant-funded projects; writes contracts and inter-agency agreements and negotiates funding.
16. Develops and distributes presentation and other materials.
17. Keeps informed of new regulations, pending legislation and trends in planning that impact bureau programs and processes.
18. Develops, manipulates and maintains computerized databases, spreadsheets, progress monitoring systems and filing systems.
19. Conducts field work with operations staff to mitigate and take corrective action for issues and problems.
20. Coordinates team or is the technical expert of planners responsible for consistent administration and interpretation of City codes and policies.
21. Leads groups of staff in multiple disciplines; integrates work products of various staff and other specialists inside and outside of the bureau; participates on multi-bureau advisory committees and teams; represents the City on state and regional agencies and committees.

## **OTHER DUTIES**

1. Conducts expert, sophisticated quantitative research and analysis on trends and planning issues.
2. Provides backup for team members as necessary.
3. Develops and participates in community outreach events; develops communication tools; sets up events; provides presentations and facilitates group discussions.
4. Participates in the recruitment, interviewing and hiring of staff and interns; assists bureau management in preparing performance evaluations for bureau staff and team members.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Advanced theory, principles, standards, practices and information sources of urban planning.
2. Application of land use, physical and environmental design, ecological science and zoning theory and practices to complex and politically sensitive planning processes.
3. Principles and techniques of work management and coordination, including goals and objectives development and work planning and organization.
4. Principles, practices, tools and techniques of public administration including contract administration and project management.
5. Applicable local, regional, state and federal laws, regulations, codes, requirements and criteria.
6. Math concepts including statistical analysis techniques and formulae relevant to the planning process.
7. Terminology, symbols, methods, techniques, instruments and sources of information used in planning.
8. Local government organization and the functions and practices of municipal planning.
9. Methods and techniques of citizen involvement as they apply to planning processes.
10. Methods and techniques of developing, coordinating and implementing citizen involvement and outreach processes for complex and politically sensitive projects.
11. Computer use, applications and software pertaining to the work.

**Ability to:**

1. Manage large, complex and politically sensitive projects and contracts including budgets, schedules and quality of work product.
2. Review, prepare or direct the preparation of complex plans, applications, specifications and legal contracts.
3. Perform difficult and complex technical research and analysis of planning issues or problems, evaluating alternatives and recommending or adopting effective courses of action.
4. Understand, interpret, explain and apply federal, state, regional and local law, regulations, policies, procedures and standards, and planning principles and practices to complex, specialized and diverse planning processes.
5. Motivate and direct the work of assigned team or project staff and provide for their training and professional development.
6. Present ideas and requirements clearly and persuasively, orally and in writing, to policy and decision-making bodies, organizations, committees, applicants and citizens, involving complex and politically sensitive issues while adhering to the intent of Code and planning policy.
7. Exercise sound independent judgement and reach appropriate conclusions within broad policies and guidelines.
8. Establish and maintain effective working relationships with all levels of City and bureau management, staff, applicants, representatives of agencies and community groups, the development community, media representatives, the public, and others encountered in the course of work.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a college or university with an undergraduate or graduate major in urban planning or a closely related field; and six years of related progressively responsible professional planning experience; or an equivalent combination of training and experience. Experience in a public agency is preferred.

**Licenses; Certificates; Special Requirements:**

A valid state driver's license may be required for certain assignments.

AICP certification is desirable, but not mandatory.

## PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

## SPECIALTIES

Positions in this class are assigned to one of the following specialties: Economics (ECON), Environmental (ENV), Land Use (LNDU), Long Range Land Use (LONG), Parks (PARK), Transportation (TRA), Transportation Modeling (TRAM), Urban Design (URD), or Water Resources (H2O).

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### Class History:

- Adopted: 05-20-91 New class Planner A created a result of consolidating the following COPPEA classes:  
3230 City Planner I  
3232 City Planner II  
3227 Transportation Modeling Specialist
- Revised: 08-31-94 Revised all portions of the specification and defined the Transportation specialty.
- Revised: 04-03-95 Spec reviewed for use of supervisory language.
- Revised: 07-01-01 Spec revised as part of the COPPEA classification and compensation study.  
Senior City Planner (6134) class created from the following COPPEA classes:  
3231 Senior Planner
- Revised: 09-09-05 “Specialties” section added.
- Revised: 08-01-06 Spec history revised to reflect pre-2001 COPPEA Study history. Spec formatting modified.
- June 2009 - Change Job Class number from 6134 to 30000391 (ECON), due to system change.
- June 2009 - Change Job Class number from 6134 to 30000392 (ENV), due to system change.
- June 2009 - Change Job Class number from 6134 to 30000393 (LNDU), due to system change.
- June 2009 - Change Job Class number from 6134 to 30000394 (PARK), due to system change.
- June 2009 - Change Job Class number from 6134 to 30000395 (TRAM), due to system change.
- June 2009 - Change Job Class number from 6134 to 30000396 (TRA), due to system change.
- June 2009 - Change Job Class number from 6134 to 30000397 (URD), due to system change.
- June 2009 - Change Job Class number from 6134 to 30000398 (H2O), due to system change.
- Revised: 01-18-18 Revised (H2O) specialty to include wastewater or stormwater.
- July 2017 – Updated union name from COPPEA to PTE
- Revised: 07-01-22 Created Long Range Land Use (LONG) Specialty

## **30000391 - Economic Specialty (ECON)**

### **GENERAL PURPOSE**

Within the scope of the Senior City Planner General Purpose, this specialty, under general direction, serves as bureau expert in a specialized economic planning function; performs complex economic planning studies, projects and assignments within a land-use planning context requiring a high degree of knowledge and ability in identifying and solving problems, and interpreting and applying policy and recommendations to complex land-use proposals; maintains frequent contact with elected and appointed officials, applicants, the development community and the public; develops and updates comprehensive and long-range plans and associated policies and programs; provides policy advice and represents the bureau and City with regional and state agencies; and performs related work as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Serves as bureau specialist on economic planning, providing consultation to various planning project teams on economic research, analysis and policy development; develops policies and solutions to long- and short- term problems; sets up and manages economic studies to support complex and politically sensitive planning projects; prepares area economic development policy and implementation strategies.
2. Designs and manages projects by identifying problems, determining methodology, setting project goals and objectives and developing work plans and budgets.
3. Conducts public and stakeholder involvement activities to support economic research and planning projects.
4. Performs various qualitative and quantitative analyses of economic and demographic data.
5. Conducts and/or oversees comprehensive analyses, technical investigations and research on land-use planning related issues; conducts special projects and studies.

### **MINIMUM QUALIFICATIONS**

Positions assigned to this specialty must meet the following minimum qualifications in addition to the core Minimum Qualifications requirement of this classification.

#### **Knowledge of:**

1. Advanced theory, principles, practices, qualitative and quantitative analytical methods, and information sources of economics in relation to urban planning.
2. Application of economic analysis to complex and politically sensitive land-use planning processes.
3. Relevant state and regional plans.

**Ability to:**

1. Manage large complex and politically sensitive projects and contracts including budgets, schedules and quality of work products.
2. Review, prepare or direct the preparation of complex economic analyses in the context of land-use planning.
3. Perform difficult and complex technical research and analysis of land-use planning issues or problems, evaluating alternatives and recommending or adopting effective courses of action.
4. Understand, interpret, explain and apply federal, state, regional and local law, regulations, policies, procedures and standards, and planning and economic principles and practices to complex, specialized and diverse land-use planning processes.
5. Exercise sound independent judgement and reach appropriate conclusions within broad land-use policies and guidelines.
6. Understand and apply economic and economic development concepts in urban and regional policy development.
7. Analyze and plan for the economic vitality of industrial, commercial, and mixed-use districts, including integration of economic development, land use, transportation, and environmental strategies.
8. Access and analyze economic data and forecasts in combination with demographic, social, environmental, and related information to support planning projects.

**Training and Experience**

An undergraduate or graduate degree in economics, economic development, or related field, with coursework in urban or regional planning, may be substituted for the core class requirement of a degree in urban planning or a closely related field. Work experience in industrial geography, natural resource economics, equity planning, cost-benefit analysis, fiscal impact analysis, real estate market feasibility analysis, pro forma analysis of development projects, and econometrics may also be substituted for the core class training and experience requirement.

## **30000393 - Land Use Specialty (LNDU)**

### **GENERAL PURPOSE**

Within the scope of the Senior City Planner General Purpose, this specialty, under general direction, serves as team leader, project manager or bureau expert in application and implementation of the zoning code; performs complex projects and assignments requiring a high degree of knowledge and ability in identifying and solving problems related to the application of the zoning code, and interpreting and applying code, policy and recommendations to complex development proposals; maintains frequent contact with appointed officials, applicants, the development community and the public; ; coordinates teams of planners responsible for consistent administration and interpretation of the Zoning Code; and performs related work as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Coordinates and processes quasi-judicial land-use review cases in conformance with City Code; determines appropriate regulations and standards that pertain to a specific proposal; coordinates and compiles land-use recommendations among bureau divisions; reviews and provides recommendations to Hearing Officer; prepares legally defensible findings for quasi-judicial review; advises applicants and other parties of review processes and procedures; visits project sites to further analyze proposals; negotiates changes to proposals.
2. Manages interagency pre-application conferences; reviews proposals; determines staff representation needed at conferences and requests and coordinates their participation; notifies interested parties of scheduled conferences; facilitates, moderates and records conferences; ensures conference attendees and applicants are fully informed of key issues, regulatory requirements and possible code/policy conflicts that will affect their proposal; encourages problem solving and identification of alternatives to meeting regulatory requirements; coordinates interagency responses; explains Code requirements to applicants; prepares detailed, written summary reports for each conference.
3. Conducts special projects and studies related to application of the zoning code.
4. Participates on city technical advisory groups to provide a development review perspective for long range planning projects.
5. Serves as the primary contact for the development community and the public on development projects and land-use interpretations.

### **MINIMUM QUALIFICATIONS**

Positions assigned to this specialty must meet the following minimum qualifications in addition to the core Minimum Qualifications requirement of this classification.

**Knowledge of:**

1. Advanced theory, principles, standards, practices and information sources of urban land-use planning.
2. Application of land use, physical and environmental design, ecological science and zoning theory and practices to complex and politically sensitive land-use planning processes.
3. Theory, concepts, principles and procedures of Oregon land-use law.
4. Relevant state and regional plans.

**Ability to:**

1. Manage large complex and politically sensitive land-use projects and contracts including budgets, schedules and quality of work product.
2. Review complex land-use plans, specifications and legal contracts.
3. Perform difficult and complex technical research and analysis of land-use planning issues or problems, evaluating alternatives and recommending or adopting effective courses of action.
4. Understand, interpret, explain and apply federal, state, regional and local law, regulations, policies, procedures and standards, and planning principles and practices to complex, specialized and diverse land-use planning processes.
5. Exercise sound independent judgment and reach appropriate conclusions within broad land-use policies and guidelines.
6. Works closely with land-use attorneys, applying knowledge of land-use law, legal decision-making processes and applicable terminology.
7. Provides effective verbal and written communication of land use policies, regulations, and procedures to a wide range of customers, including members of the development community, land-use attorneys, neighborhood groups, and the general public.

## **30003725 – Long Range Land Use Planning Specialty (LONG)**

### **GENERAL PURPOSE**

Within the scope of the Senior City Planner General Purpose, this specialty, under general direction, serves as team leader, project manager or bureau expert in long range land-use planning; performs complex long range land-use planning studies, projects and assignments requiring a high degree of knowledge and ability in identifying and solving problems and addressing negative impacts to marginalized and underrepresented communities. ; maintains frequent contact with elected and appointed officials, the development community and the public; develops and updates comprehensive and long-range plans and associated policies and programs; provides policy advice and represents the bureau and City with regional and state agencies; and performs related work as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Serves as project manager for City legislative projects, including complex projects that necessitate multiyear community engagement processes.
2. Leads the development and City Council adoption process of land-use plans, policies, regulations and guidelines including analyzing, interpreting and drafting zoning and land-use codes; oversees the drafting of new or revised codes and ordinances in compliance with Portland's Comprehensive Plan and regional growth management policies.
3. Trains LNDU planners on how to apply the newly adopted regulations in development situations and supports them as they begin to implement the newly adopted regulations.
4. Leads teams and manages projects designed to engage with communities for the purpose of creating long range plans that include the interests of underserved and underrepresented communities; ensures methods are culturally relevant.
5. Leads the assessment of potential impacts of development arising from code changes on underserved and underrepresented communities to ensure that new development does not result in greater disparities. Acts as a conduit to share community feedback with City Bureaus and leadership.
6. Oversees, reviews, and approves the preparation and finalization of a variety of written communications, including analytical reports, land use plans, correspondence, agendas, meeting minutes, public notices, and public information materials.
7. Reviews and comments on state legislative land-use bills.
8. Writes and reviews legislative findings in close consultation with the City Attorney and assists the City Attorney as needed to respond to appeals of legislative projects.

9. Develops and monitors the work program of technical and community advisory committees, inter-bureau work groups and ad-hoc project-specific teams; assists in drafting scope of work documents, requests for proposals, funding proposals, budget-related documents, and public outreach strategies.
10. Develops and recommends approval of interagency and intergovernmental agreements; monitors work programs and schedules to ensure terms of contract are met and project completed in a timely manner.

## **MINIMUM QUALIFICATIONS**

Positions assigned to this specialty must meet the following minimum qualifications in addition to the core Minimum Qualifications requirement of this classification.

### **Knowledge of:**

1. Advanced theory, principles, standards, practices and information sources of land-use planning including the history of land use planning, government policy, and development trends that have negatively impacted communities of color.
2. Inter-relationships between various land-use issues and other planning areas.
3. Culturally relevant methods of facilitation and engagement that share decision making power.
4. Variety of data sources for land-use information and planning data.
5. Related federal, state, regional and local laws, policies and programs.

### **Ability to:**

1. Manage large, complex, and politically sensitive long range land-use projects and contracts including budgets, schedules, and quality of work product.
2. Serve as a systems thinker that incorporates ongoing understanding and response to the everchanging needs and opportunities in the city.
3. Understand, interpret and apply land-use laws, regulations and policies in formulating recommendations for long range planning projects.
4. Create environments that encourage participation, respect for differences, and commitment to group process.
5. Work with people from a variety of different social, cultural, economic backgrounds, some of whom may speak different languages, without imposing dominant culture norms on them.
6. Work closely with land-use attorneys, applying knowledge of land-use law, legal decision-making processes and applicable terminology.

7. Perform difficult and complex research and analysis of land-use planning issues or problems, evaluating alternatives and recommending effective courses of action.

## **8. 3000396 - Transportation Specialty (TRA)**

### **GENERAL PURPOSE**

Within the scope of the Senior City Planner General Purpose, this specialty, under general direction, serves as team leader, project manager or top bureau expert in a specialized transportation planning function; performs complex transportation planning studies, projects and assignments requiring a high degree of knowledge and ability in identifying and solving problems, interpreting and analyzing policy and maintaining frequent contact with elected and appointed officials; conducts research and develops white papers; develops and updates comprehensive and long range plans and associated policies and programs; provides policy advice and represents the bureau and City with regional and state agencies; and performs related work as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Conducts comprehensive analyses, technical investigations and research on transportation planning related issues; conducts special projects and studies.
2. Develops and updates comprehensive and long range plans and associated policies and programs; provides policy advice and represents the bureau and City with regional and state agencies

### **MINIMUM QUALIFICATIONS**

Positions assigned to this specialty must meet the following minimum qualifications in addition to the core Minimum Qualifications requirement of this classification.

#### **Knowledge of:**

1. A variety of data sources for traffic flow and engineering information, transit operations, pedestrian planning data, employment, business and demographic data.
2. Advanced transportation modeling techniques.
3. Advanced theory, principles, standards, practices and information sources of urban land-use planning.
4. Application of land use, physical and environmental design, ecological science and zoning theory and practices to complex and politically sensitive transportation planning processes.

#### **Ability to:**

1. Use advanced transportation modeling techniques, methodologies and software to address complex and politically sensitive transportation problems.
2. Manage large, complex and politically sensitive transportation projects and contracts, including budgets, schedules and quality of work product.

3. Review, prepare or direct the preparation of complex transportation plans, specifications and legal contracts.
4. Perform difficult and complex technical research and analyze of transportation planning issues or problems, evaluating alternatives and recommending or adopting effective courses of action.
5. Understand, interpret, explain and apply federal, state, regional and local law, regulations, policies, procedures and standards and planning principles and practices to complex, specialized and diverse transportation planning processes.

## **30000395 - Transportation Modeling Specialty (TRAM)**

### **GENERAL PURPOSE**

Within the scope of the Senior City Planner General Purpose, this specialty, under general direction, serves as team leader, project manager or top bureau expert in a specialized transportation modeling function; performs complex transportation planning and modeling studies, projects and assignments requiring a high degree of knowledge and ability in identifying and solving problems, interpreting and analyzing policy and maintaining frequent contact with elected and appointed officials; conducts research and develops white papers; develops and updates comprehensive and long range plans and associated policies and programs; provides policy advice and represents the bureau and City with regional and state agencies; and performs related work as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Analyzes and applies computerized transportation modeling data for complex and politically sensitive transportation planning projects and issues.
2. Determines data needed for study, level of accuracy and parameters required, time lines and methodology to be used; coordinates and directs modeling activities.
3. Makes recommendations and writes technical reports based on research and analysis of data for presentation to policy and decision making bodies.
4. Reviews and comments on reports, memos and studies from other City agencies dealing with complex and sensitive issues related to transportation and traffic.
5. Develops and updates comprehensive and long range plans and associated policies and programs.

### **MINIMUM QUALIFICATIONS**

Positions assigned to this specialty must meet the following minimum qualifications in addition to the core Minimum Qualifications requirement of this classification.

#### **Knowledge of:**

1. Advanced theory, principles, standards, practices and information sources of transportation planning and modeling; advanced transportation modeling and geographic information system techniques and software usage.
2. Application of transportation modeling practices to complex and politically sensitive transportation planning studies or policy development issues.

#### **Ability to:**

1. Manage large, complex and politically sensitive transportation modeling projects and contracts including budgets, schedules and quality of work product.

2. Review, prepare or direct the preparation of complex transportation modeling plans, specifications and legal contracts.
3. Perform difficult and complex computer modeling, technical research and analysis of transportation planning issues or problems, evaluating alternatives and recommending or adopting effective courses of action.
4. Understand, interpret, explain and apply federal, state, regional and local law, regulations, policies, procedures and standards and planning principles and practices to complex, specialized and diverse transportation planning processes.

## **30000392 - Environmental Specialty (ENV)**

### **GENERAL PURPOSE**

Within the scope of the Senior City Planner General Purpose, this specialty, under general direction, serves as team leader, project manager or top bureau expert in a specialized natural resources, environmental and land-use planning function; performs complex natural resources and land-use planning studies, projects and assignments requiring a high degree of knowledge and ability in identifying and solving problems, interpreting and analyzing policy and maintaining frequent contact with elected and appointed officials; conducts research and develops white papers; develops and updates comprehensive and long-range plans and associated policies and programs; provides policy advice and represents the bureau and City with regional and state agencies; and performs related work as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Researches ecological, environmental and resource management issues and technical concepts related to complex and politically sensitive natural resources and land-use planning issues.
2. Reviews or participates in the review of development proposals and City projects for compliance with applicable environmental codes, policies, approval criteria, and other regulations; conducts environmental impact evaluations; makes administrative and quasi-judicial land use decisions that may be final unless appealed to a higher authority/appeal body; recommends approval or denial of projects through the preparation of reports and public hearing presentations; identifies problems and assesses alternatives in the context of a specific proposal; solicits and coordinates bureau and agency comments regarding specific projects; reviews land division final plats for conformance with criteria and regulations; writes legally defensible findings.
3. Develops recommendations and long range plans regarding the environment, conservation, and associated policies and programs.
4. Conducts comprehensive analyses, technical investigations and research on natural resource planning-related issues; conducts special projects and studies.

### **MINIMUM QUALIFICATIONS**

Positions assigned to this specialty must meet the following minimum qualifications in addition to the core Minimum Qualifications requirement of this classification.

#### **Knowledge of:**

1. Theory, principles, practices, policies, standards and regulations of ecological science, environmental and natural resource management.
2. Advanced theory, principles, standards, practices and information sources of natural resource and urban land-use planning.

3. Application of land use, physical and environmental design, ecological science and zoning theory and practices to complex and politically sensitive natural resource planning processes.
4. Federal, state, regional and local laws, policies and programs applicable to natural resource and environmental planning.
5. Inter-relationships between various land use and natural resource issues.

**Ability to:**

1. Manage large, complex and politically sensitive natural resource, environmental and land-use projects and contracts, including budgets, schedules and quality of work product.
2. Review, prepare or direct the preparation of complex natural resource, environmental and land-use plans, specifications and legal contracts.
3. Perform difficult and complex technical research and analysis of natural resource, environmental and land-use planning issues or problems, evaluating alternatives and recommending or adopting effective courses of action.
4. Understand, interpret, explain and apply federal, state, regional and local law, regulations, policies, procedures and standards and planning principles and practices to complex, specialized and diverse natural resource and land-use planning processes.
5. Exercise sound independent judgment and reach appropriate conclusions within broad natural resource and land-use policies and guidelines.
6. Understand and apply City policy in formulating recommendations, resolving complex environmental issues or recommending policy changes.
7. Present ideas and requirements clearly and persuasively, orally and in writing; negotiate resolutions to problems or conflicts.
8. Prepare clear and concise technical documents, reports, correspondence and other written materials.

**Training and Experience**

An undergraduate or graduate degree in biology, ecology, environmental science, natural resource management or geography, with courses in urban or regional planning, may be substituted for the core class requirement of a degree in urban planning or a closely related field.

## **30000397 - Urban Design Specialty (URD)**

### **GENERAL PURPOSE**

Within the scope of the Senior City Planner General Purpose, this specialty, under general direction, serves as team leader, project manager or top bureau expert in a specialized urban design planning function; performs complex urban design and land-use planning studies, projects and assignments requiring a high degree of knowledge and ability in identifying and solving problems, interpreting and analyzing policy, and maintaining frequent contact with elected and appointed officials; conducts research and develops white papers; develops and updates comprehensive and long-range plans and associated policies and programs; provides policy advice and represents the bureau and City with regional and state agencies; and performs related work as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Conducts comprehensive analyses, technical investigations and research on urban design and land-use planning issues; conducts special projects and studies.
2. Coordinates complex and politically sensitive feasibility studies dealing with a variety of urban design issues, policies and projects.
3. Develops and updates comprehensive and long-range plans and associated policies and programs.
4. Develops policy statements and development strategies for a variety of complex and politically sensitive urban design issues.
5. Coordinates complex architectural review of projects in Design and Historic Design districts; reviews projects for compliance with adopted City design requirements.
6. Meets with technical and design experts, advisors and consultants to coordinate work and exchange information regarding complex and politically sensitive urban design, architectural planning issues and policies and potential development alternatives.
7. Coordinates the urban design work program and conducts urban design studies dealing with a variety of urban design issues.

### **MINIMUM QUALIFICATIONS**

Positions assigned to this specialty must meet the following minimum qualifications in addition to the core Minimum Qualifications requirement of this classification.

#### **Knowledge of:**

1. Advanced theory, principles, standards, practices and information sources of urban design review and planning.

2. Urban design needs and issues.
3. Architectural design, styles, history and historic preservation.
4. Application of urban design review and planning practices to complex urban design review and planning studies or policy development issues.
5. Federal, state, regional and local laws and programs that impact urban design planning.
6. Inter-relationships between various land-use and urban design review and planning issues.
7. Construction methods and commonly used materials.

**Ability to:**

1. Manage large, complex and politically sensitive urban design and land-use projects and contracts, including budgets, schedules and quality of work product.
2. Review, prepare or direct the preparation of complex urban design and land-use plans, specifications and legal contracts.
3. Perform difficult and complex technical research and analysis of urban design and land-use planning issues or problems, evaluating alternatives and recommending or adopting effective courses of action.
4. Understand, interpret, explain and apply federal, state, regional and local law, regulations, policies, procedures and standards and planning principles and practices to complex, specialized and diverse urban design and land-use planning processes.
5. Understand and apply City policy in formulating recommendations involving complex urban design projects, resolving complex urban design issues or recommending policy changes.

**Training and Experience:**

A degree in architecture, landscape architecture or urban design is highly desirable, but not mandatory.

## **30000398 - Water Resources Specialty (H2O)**

### **GENERAL PURPOSE**

Within the scope of the Senior City Planner General Purpose, this specialty, under general direction, serves as team leader, project manager or top bureau expert in a specialized water resources, wastewater, or stormwater planning function; performs complex water utility and resource planning studies, projects and assignments requiring a high degree of knowledge and ability in identifying and solving problems, policy interpretation and analysis and maintaining frequent contact with elected and appointed officials; conducts research and develops white papers; develops and updates comprehensive and long-range plans, water supply, infrastructure and conservation plans and associated policies and programs; conducts expert, sophisticated quantitative research and analysis on trends and planning issues; provides policy advice and represents the bureau and City with regional and state agencies; and performs related work as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Conducts comprehensive analyses, technical investigations and research on water resource, wastewater, or stormwater planning related issues; conducts special projects and studies.
2. Develops recommendations and long-range plans regarding water supply, conservation, wastewater or stormwater infrastructure, and associated policies and programs.
3. Reviews complex development proposals for compliance with applicable codes, policies, and other regulations; recommends approval or denial of land use applications; identifies problems and assesses alternatives; coordinates with stakeholders; reviews land division final plats and property line adjustments for conformance with regulations; conducts parcel and mapping analyses.

### **MINIMUM QUALIFICATIONS**

Positions assigned to this specialty must meet the following minimum qualifications in addition to the core Minimum Qualifications requirement of this classification.

#### **Knowledge of:**

1. Advanced theory, principles, standards, practices and information sources of water resource, wastewater, or stormwater planning and policy.
2. Application of water resource planning, theory and practices to complex and politically sensitive water resource planning processes.
3. Federal, state, regional and local laws, policies and programs affecting water resources management and water, wastewater, or stormwater service delivery.
4. Water utility management, demand management, water conservation, watershed management and water quality issues.
5. Principles and practices of hydrology.
6. Inter-relationships between land use/growth management and water utility management issues.

7. Water management modeling and geographic information systems and tools, methodologies and software used to address complex water management problems and issues

**Ability to:**

1. Manage large, complex and politically sensitive water resource, wastewater, or stormwater planning projects and contracts including budgets, schedules and quality of work product.
2. Review, prepare or direct the preparation of complex water resource, wastewater, or stormwater plans, specifications and legal contracts.
3. Design and coordinate planning frameworks for short-term and long-term water supply for the City and region.
4. Perform difficult and complex technical research and analysis of water resource, wastewater, or stormwater planning issues or problems, evaluating alternatives and recommending or adopting effective courses of action.
5. Understand, interpret, explain and apply federal, state, regional and local law, regulations, policies, procedures and standards and planning principles and practices to complex, specialized and diverse water resource, wastewater, or stormwater planning processes.
6. Understand and apply City policy in formulating recommendations resolving complex water resource, wastewater, or stormwater issues or recommending policy changes.
7. Present ideas and requirements clearly and persuasively, orally and in writing, translating technical water-related information into written documents or oral presentations appropriate to non-technical audiences; negotiate resolutions to problems or conflicts.

**Training and Experience**

An undergraduate or graduate degree in water resource management, hydrology, environmental science, natural resource management, landscape architecture, or geography, with courses in urban or regional planning and/or policy analysis and program administration, may be substituted for the core class requirement of a degree in urban planning or a closely related field.

## **30000394 - Parks Specialty (PARK)**

### **GENERAL PURPOSE**

Within the scope of the Senior City Planner General Purpose, this specialty, under general direction, serves as team leader or project manager for a team of parks planners and technicians in a specialized parks planning functions; performs complex parks planning studies, projects and assignments requiring a high degree of knowledge and ability in identifying and solving problems, policy interpretation and analysis and maintaining frequent contact with elected and appointed officials; conducts research and develops white papers; develops and updates comprehensive and long range plans and associated policies and programs; provides policy advice and represents the bureau and City with regional and state agencies; and performs related work as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Conducts comprehensive analyses, technical investigations and research on park and recreation facility planning and related issues; conducts special projects and studies.
2. Develops and updates comprehensive and long range plans and associated policies and programs
3. Performs dispute resolution outside hearing processes.
4. Reviews pre-application proposals for future development within the City.
5. Coordinates bureau planning studies with other City bureaus and outside organizations.

### **MINIMUM QUALIFICATIONS**

Positions assigned to this specialty must meet the following minimum qualifications in addition to the core Minimum Qualifications requirement of this classification.

#### **Knowledge of:**

1. Advanced theory, principles, concepts, standards, practices and information sources of park planning and recreational facilities design.
2. Application of land use, physical and environmental design, ecological science and zoning theory and practices to complex and politically sensitive park planning processes.
3. Federal, state, regional and local laws, ordinances, regulations, policies and programs affecting park planning and design.
4. Inter-relationships between land use/growth management and parks management issues.

**Ability to:**

1. Manage large complex and politically sensitive park planning projects and contracts, including budgets, schedules and quality of work product.
2. Review, prepare or direct the preparation of complex park plans, specifications and legal contracts.
3. Apply landscape architectural theory and practice in preparing complex master plans and system-wide plans.
4. Perform difficult and complex technical research and analysis of park planning issues or problems, evaluating alternatives and recommending or adopting effective courses of action.
5. Understand, interpret, explain and apply federal, state, regional and local law, ordinances, regulations, policies, procedures and standards and planning principles and practices to complex, specialized and parks planning processes.
6. Apply principles, practices and methods of park planning to develop solutions to complex park planning problems involving the creation and/or implementation of policy.
7. Prepare complex site plans for parks, natural areas or trails for development or redevelopment.
8. Use geographic information systems, graphics and word processing programs.
9. Make oral and written presentations to communicate complex park and recreation facility planning proposals to hearings officers, governmental commissions and/or technical, professional and lay audiences.