

CITY PLANNER/PLANNING DIRECTOR
RANGE 38 (Exempt)

JOB SUMMARY: The City Planner/Planning Director position is responsible for administering the activities of current and advanced planning for the City of Jenks, serves as staff advisor to the City Council, Planning Commission and Board of Adjustment and is responsible for implementing all aspects associated with land use planning and development projects. The City Planner/Planning Director serves as the public face of the Planning Department and as a key part of the strategic management of the City. This position requires a confident, self-disciplined person who can develop and maintain relationships which may be used to facilitate high-quality development in a rapidly growing city. The City Planner is tasked with leading a department in a rapidly changing environment which mandates clear focus on timely, thorough and error-free results. This position is responsible for overseeing all functions of the department including, but not limited to comprehensive planning efforts, facilitating new development and preserving the history of the community. This position works independently of close supervision, but is reviewed and directed by the Assistant City Manager.

MAJOR RESPONSIBILITIES/ACTIVITIES:

- Serve as staff advisor and liaison and submit reports and recommendations to City Council, Planning Commission, Board of Adjustment and other boards and commissions.
- Oversee the calendar/agenda/presentations for City Council, Planning Commission and Board of Adjustment cases.
- Must be available for City Council, Planning Commission and Board of Adjustment meetings.
- Demonstrate experience in development and implementation of comprehensive plans, small area plans and major revisions in development regulations.
- Demonstrate a high level of integrity and dependability with a strong sense of urgency and results orientation.
- Manage the follow-through for City Council and Commission decisions, assuring that cases are completed and forwarded to the Building Inspections Department and/or the Engineering Department.
- Establish, within City policy, appropriate service levels; monitor and evaluate the efficiency and effectiveness of methods and procedures.
- Utilize data and other analytical information to improve efficiency, manage resources, improve services and improve decision-making.
- Direct and manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service and/or operational area; oversee the development and implementation of policies and plans related to departmental services and operations.
- Review, evaluate and process applications and technical documents for residential, commercial and industrial development, zoning, site plans and plats, including coordination with related departments; evaluate alternatives and conformance with City policies, ordinances, regulations, codes, project specifications, regional protocols, land use and the Comprehensive Plan.
- Interpret and provide advice concerning the zoning code, subdivision regulations, subsequent revisions and other related development codes.
- Actively participate in the formulation, implementation and updating of both short- and long-range planning documents and modifications to specific plan elements.
- Prepare and write recommendations, staff reports, narrative and graphic reports related to planning strategies which promote economic and community development or efficient land use consistent with community goals and special short-range planning projects.
- Coordinate planning activities with other City departments and outside agencies.
- Responsible for preparing and administering the budget for the department, maintaining the budget and taking necessary action to assure that assigned areas of responsibilities are performed within budget.
- Write a variety of ordinances and regulations related to land use and development.

- Answer inquiries and assist all parties with planning and technical review issues, provides ordinance, zoning, general plan, subdivision, plat, easement and development information within scope of authority. Reviews and evaluates project designs, plans and technical documents for compliance with City ordinances.
- Work with Engineering and GIS personnel to gather data and conduct research on land ownership, land use and special duties as assigned.
- Develop maps and other graphic presentations to illustrate land use plans and planning concepts.
- Maintain official maps, records and files related to areas of responsibility.
- Utilize appropriate management techniques to establish priorities for efficient operations through proper time management and appropriate delegation to ensure work is completed in a timely and accurate manner.
- Supervise department staff, plan and organize workloads and staff assignments, provide on-going training and timely performance evaluations, communicating achievements and deficiencies as applicable.
- Maintain technical and/or professional proficiency in primary area of responsibility, demonstrating responsibility for self-development, striving to continuously stay informed regarding new ideas and procedures applicable to specific area of responsibility.
- Comply with all written City policies and procedures.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of principles and practices of urban planning and zoning administration.
- Knowledge of applicable Federal, State and local laws, rules, ordinances, policies, standards and regulations as they apply to planning activities and developments.
- Knowledge of zoning, land use and subdivision laws, ordinances and procedural requirements.
- Knowledge of engineering/architectural drawings and sites plans.
- Knowledge of planning theory and principles and practices of land use planning.
- Knowledge of methods and techniques of subdivision design.
- Knowledge of method and techniques of effective technical report preparation and presentation.
- Knowledge of research methods and sources of information related to urban growth and development.
- Ability to maintain effective working relationships with political units such as the City Council, Planning Commission and Board of Adjustment, state and county officials and/or various special interest groups and the general public.
- Ability to be firm yet tactful in enforcing the local Comprehensive Plan, subdivision regulations and zoning code.
- Ability to seek, accept and implement strategic direction from City Management.
- Ability to understand the organizational structure of the City and current policy issues affecting the City.
- Ability to research, analyze, prepare and recommend amendments to the City's zoning and land use.
- Ability to review and understand current legislation affecting planning practices and policies.
- Ability to work on several complex planning projects simultaneously and successfully coordinate these activities.
- Ability to analyze site design, terrain constraints, circulation, land use compatibility, utilities and other urban services.
- Ability to develop comprehensive planning reports, findings and recommendations.
- Ability to possess effective oral communication skills and have ability to make presentations to City Council, Boards and Committees.

- Ability to interpret and explain City land use, zoning, subdivision and general planning laws and regulations.
- Ability to plan, develop and implement department procedures and objectives.
- Ability to coordinate, manage, strategize and/or correlate data and/or information.
- Ability to proactively recognize the need for and implement improvements to policies, processes, procedures and other strategic areas.
- Ability to identify and implement creative solutions to complicated technical issues.
- Ability to be innovative and address policy issues creatively with an entrepreneurial spirit and view toward synergies with other departments and stakeholders.
- Ability to provide professional, punctual and courteous service to the public and deal with adversarial situations tactfully and firmly while striving to maintain a spirit of cooperation and problem solving.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the directions, control and planning of a program or set of programs.
- Ability to plan and carry out duties independently while exercising good judgment and initiative.
- Ability to maintain effective relationship with all City departments, higher authorities and other jurisdictions in order to obtain legal and technical assistance.
- Ability to build professional relationships with internal staff and external customers.
- Ability to communicate effectively both orally and in writing.
- Ability to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Ability to perform other duties as assigned in a positive manner, which supports the vision and strategic objectives of the Department and the entire organization of the City of Jenks.

MINIMUM AND PREFERRED REQUIREMENTS:

- Bachelor's degree in a related field from an accredited university or college.
- Five (5) years progressively responsible experience in the principles and practices of urban planning preferably in a city planning management position.
- GIS experience preferred.
- American Institute of Certified Planners (AICP) certification desired.
- Excellent writing and organizational skills. Qualified applicants will be asked to provide writing samples that demonstrate such skills.
- Some private sector experience will be considered a plus.
- Must pass background check.

WORKING ENVIRONMENT

The duties of the City Planner/Planning Director will be generally performed in a standard office setting with some travel from site to site. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment. Continuous sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist. Occasional squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals. May require some lifting, carrying, pushing and/or pulling of objects and materials of up to 25 pounds.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment.

Hearing: Hear in the normal audio range with or without correction.