

City of Fort Worth, Texas Job Description

Classification Title	Planning Manager		
Job Code:	MG1481	Job Family:	Management
Pay Grade	613	Date Reviewed:	07/15/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Supervises, assigns and reviews the work planning activities for an assigned division or department. Ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to the assigned area of responsibility.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Establishes schedules and methods for providing planning services; identifies resource needs; reviews needs with appropriate management staff; and allocates resource accordingly.
3. Serves as division liaison on major planning projects and initiatives. Monitors plan implementation process; prepares implementation report; oversees update process; and identifies needs and priorities.
4. Speaks before civic, community, governmental and professional groups to explain and promote the products and services of the department. Coordinates with stakeholders.
5. Participates in developing the annual work program; recommends and assists in implementation of goals and objects; and implements approved policies and procedures.
6. Evaluates the quality, responsiveness, efficiency and effectiveness of the division; and works with employees on the continuous improvement of the division.
7. Participates in senior level staff conferences; and represents the department at meetings with other agencies, City departments and private organizations.
8. Processes internal and external customer research requests, policy requests, statistics and research required for grant applications and reporting.

9. Assists in the development of the division budget. Monitors and approves expenditures.
10. Performs administrative duties the more complex and technical studies. Participates in a variety of meetings and committees pertaining to assigned division.
11. Performs other related duties as required.
12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
13. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Principles of supervision, training and performance evaluation.
- Methods, principles, and practices of City planning, urban design, land use, etc..
- Methods and techniques of problem solving, team leading, research procedures, and public relations.
- Principles and practices of urban economics and development.
- Site planning and architectural design techniques and methods.
- Current literature, information sources, and research techniques in the field of municipal planning.
- Principles of municipal budget preparation and control.
- Pertinent Federal, State and local laws, codes and regulations applicable to municipal planning.
- Office equipment including computer and supporting work processing and spreadsheet applications.
- City Plan Commission Rules of Procedures and regulations, as assigned.
- Cash handling requirements and financial deposit systems.
- City's CFA policy and applicable state laws, as assigned.
- City's funding policies and procedures.

- **Skill in:**

- Organization and time management.
- Facilitation.
- Interpersonal relations.
- Computers and applicable software.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Supervise, organize and review the work of subordinate co-workers.
- Select, supervise, train and evaluate subordinate co-workers.
- Interpret planning, zoning, economic and demographic activities to commission, boards, developers and the general public.
- Analyze and compile statistical planning information.
- Prepare and present graphical presentations.

- Analyze data and trends.
- Perform technical, demographic, and economic studies using mathematical modeling and microcomputers.
- Investigate properties and structures for compliance with current city zoning codes and regulations.
- Interpret and explain City planning and design policies and procedures.
- Prepare clear and concise reports.
- Assist in training and monitoring lower level personnel in planning activities.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Master's Degree from an accredited college or university with major course work in Planning, Architecture, Urban Planning or Design, Public Administration, Urban Geography or a related field and five years of experience in planning, urban design, including two years of supervisory responsibility.

OTHER REQUIREMENTS

Valid Texas Driver's License.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.