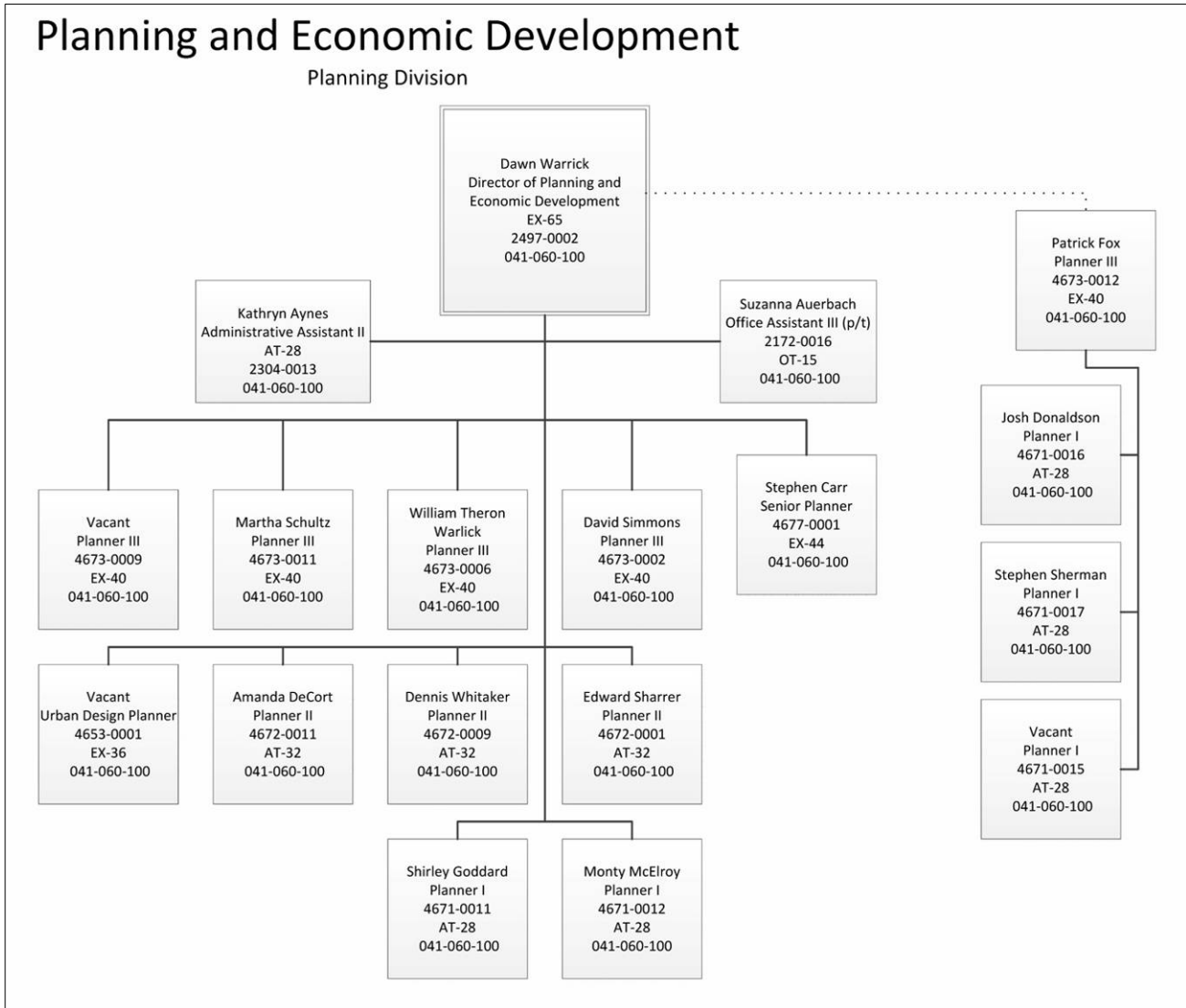


ATTACHMENT B



ATTACHMENTS C - H

Attachment C – Director of Planning – Job Description

Attachment D – Senior Planner – Job Description

Attachment E – Planner III – Job Description

Attachment F – Urban Design Planner – Job Description

Attachment G – Planner II – Job Description

Attachment H – Planner I – Job Description

Class Code: 2497
EEO Code: E-01
Pay Code: EX-65

Group: Clerical and Administrative
Series: City Development

CLASS TITLE: DIRECTOR OF PLANNING

PURPOSE OF THE CLASSIFICATION: Under administrative direction is responsible for professional administration of the City's planning and development programs, directing, planning, managing and coordinating the activities of the Planning Department and other related assigned duties.

ESSENTIAL TASKS:

- Oversees and coordinates the implementation, development and administration of the City's comprehensive, strategic land use plan
- Coordinates planning activities and projects with other City departments and outside agencies, supporting small area, downtown, regional plans, prioritizing capital improvements, retail development, sustainability and best urban design practices and federal grants that ensure neighborhood vitality and sustainable growth and development for the City of Tulsa
- Analyzes complex administrative, economic and planning problems, evaluates alternatives and recommends sound solutions
- Exercises management supervision and directs supervisory, technical and clerical staff involved in complex planning activities and coordinates related resources for neighborhood and small area plans, Urban Renewal plans, the Enterprise Zone and community and economic development programs
- Directs the design of new planning and economic development programs, including the analysis and administration of tax increment and incentive districts and develops related opportunities
- Evaluates, interprets, and administers building code compliance, development services, City permitting functions and land use/zoning codes
- Directs, coordinates and makes recommendations on land use/zoning matters within the corporate limits of the City under review by the Tulsa Metropolitan Area Planning Commission and manages the INCOG contract
- Administers the activities of the Tulsa Preservation Commission
- Oversees and participates in the development and administration of the annual budget for the Planning Department, approving fund forecasts and expenditures and implementing budgetary adjustments
- Sets measurable performance standards, training goals, returns on human and capital resources, monitors and evaluates the efficiency and effectiveness of service delivery and procedures, identifies improvement opportunities, allocates resources and training needs and directs and implements changes
- Represents the department to other departments, elected officials, outside agencies, boards, authorities and organizations
- Develops comprehensive reports to facilitate administration's informational needs and allow program and policy prioritization
- Recommends and administers the department's policies and procedures
- Addresses civic and business groups and other organizations regarding the City's long and short-term planning initiatives, developing strategic partnerships with various community entities
- Problem solving with staff, internal and external agencies, departments and community groups and responds to and resolves difficult and sensitive citizen inquiries and complaints
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in urban or regional planning and design, public or business administration, urban economics or a closely related field with a master's degree being desirable and nine (9) years progressively responsible experience in urban planning and economic development, including experience in land use and zoning administration and at least five (5) years of policy development and supervisory/administrative experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Class Code: 4677
EEO Code: E-02
Pay Code: EX-44

Group: Engineering, Planning and Technical
Series: Planning

CLASS TITLE: SENIOR PLANNER

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for the City's Neighborhood and Small Area implementation planning activities; the City's Comprehensive Plan updating; special complex planning assignments; professional work in the development and effectuation of comprehensive plans, procedures or programs; administration of activities in the Planning Department director's absence and other related assigned duties.

ESSENTIAL TASKS:

- Assists in supervising the activities of Neighborhood and Small Area Planning groups, Urban Renewal plans, Comprehensive Plan update and economic development programs
- Assists in the administration of tax increment/incentive district programs
- Assists in the design of new planning and economic development programs
- Assists in the administration of the Downtown Tulsa/Whittier Square Improvement Districts and Preservation Commission activities
- Conducts economic and planning research
- Provides technical assistance in business and area planning, marketing and historic preservation
- Assists with development and monitoring of department budget
- Develops comprehensive reports
- Makes presentations to elected officials, government officials and citizen groups
- Supervises assigned staff
- Resolves complaints and answers inquiries from the public
- Performs professional planning work in developing database studies
- Assists in programming project objectives, research activities and related activities
- Coordinates and makes recommendations on land acquisition planning with other departments and divisions
- Conducts the more difficult technical aspects of the planning program
- Supervises subordinate planners in conducting a difficult phase of the plans or programs
- Analyzes data, designs the master plan or program and makes recommendations for revisions
- Supervises a group of technical assistants engaged in specialized activities in support of project development and implementation
- Prepares outlines of data desired and supervises compilation and statistical analysis of data
- Serves as liaison coordinator with private consultants, public officials and various civic organizations
- Prepares detailed plans and graphic and written presentations
- Maintains various records, reports and files
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business or public administration, urban planning or one of the social sciences with an emphasis in social, manpower/land use planning, urban design, economic development or a closely related field; and five (5) years of experience in a planning capacity or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

CLASS TITLE: PLANNER III

PURPOSE OF THE CLASSIFICATION: Under general direction performs professional work in the development and effectuation of comprehensive plans, procedures or programs and performs other related assigned duties.

ESSENTIAL TASKS:

- Performs professional planning work in developing database studies
- Assists in programming project objectives, research activities and related activities
- Conducts the more difficult technical aspects of the planning program
- Supervises subordinate planners in conducting a difficult phase of the plans or programs
- Analyzes data, designs basic portions of the master plan or program and makes recommendations for revisions
- Supervises a group of technical assistants engaged in specialized activities in support of project development and implementation
- Prepares outlines of data desired and supervises compilation and statistical analysis of data
- Serves as liaison coordinator with private consultants, public officials and various civic organizations
- Prepares detailed plans and graphic and written presentations
- Recruits clients and oversees their certification, eligibility and testing by conducting training and workshops
- Maintains various records, reports and files
- Assists in the development and monitoring of division budgets in some positions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business administration, public administration, urban planning or one of the social sciences with an emphasis in social, manpower planning, land use planning, urban design, economic development or a closely related field; and four (4) years of experience in a planning capacity or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles and practices of urban planning, community research, statistical analysis, real estate marketing, development, finance and valuation and program design; comprehensive knowledge of the techniques of planning research; considerable knowledge of economics, municipal finance, and sociology as applied to city planning; considerable knowledge of real estate laws and GIS systems; considerable knowledge of employment training requirements; considerable knowledge of economic, social and/or physical needs of an urban community; good knowledge of civil engineering and physical design as applied to city planning; and good knowledge of public administration. Ability to analyze and forecast economic, social and physical problems of the community and to formulate effective solutions; ability to carry planning assignments to completion through the formulation of creative planning solutions; ability to analyze and systematically compile technical and statistical information and to prepare comprehensive technical reports; ability to interpret laws and regulations; ability to supervise and train assigned personnel; ability to communicate effectively both verbally and in writing; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; occasional pushing and pulling up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; and Real Estate License is preferred in some positions.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and may be required to attend public meetings and hearings outside normal office hours in some positions.

CLASS TITLE: URBAN DESIGN PLANNER

PURPOSE OF THE CLASSIFICATION: Under direction performs supervisory and responsible professional work in the planning, design and development of various technical public and private urban development projects and other related assigned duties.

ESSENTIAL TASKS:

- Plans, directs and coordinates professional planning and design work in a broad range of planning functions including neighborhood analysis and planning, historic preservation planning, conceptual and final design of public works, and building and urban design projects
- Assists in the implementation and coordination of various public and private projects
- Coordinates, implements, and maintains a geographic information system
- Supervises technical employees engaged in specialized activities in support of project planning and implementation
- Develops technical graphic designs
- Prepares detailed reports, and plans graphic and written presentations for a wide range of urban development projects
- Prepares National Register Nominations
- Confers with private consultants, public officials, and various citizen and civic groups
- Assists in the implementation of various historic preservation projects
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in urban planning, architecture, landscape architecture or a closely related field, and three (3) years progressive experience in urban planning and design, architecture, landscape architecture or technical city planning; or a master's degree in urban planning, architecture, landscape architecture or a closely related field, and one (1) year experience in urban planning and design, architecture, landscape architecture or technical city planning; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128

Knowledge, Abilities and Skills: Considerable knowledge of the principles and practices of urban planning; and good knowledge of design graphics. Ability to work well with neighborhood organizations and community agency personnel; ability to complete planning assignments through analysis and compilation of complex technical and statistical information, formulation of creative planning solutions, and preparation of comprehensive planning documents, urban design graphics, and construction/landscape plans and specifications; ability to supervise technical staff; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting up to 10 pounds; frequent carrying, pushing, and pulling up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; and possession of a Landscape Architectural License issued by the State Board of Governors is desirable.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Effective date: July 1, 2000

CLASS TITLE: PLANNER II

PURPOSE OF THE CLASSIFICATION: Under direction performs supervisory and professional work in the development and implementation of comprehensive plans, procedures, or programs and other related assigned duties.

ESSENTIAL TASKS:

- Performs professional planning work in developing database studies
- Assists in programming project objectives, research activities, and related activities
- Conducts the more difficult technical aspects of the planning program
- Supervises subordinate planners in conducting a difficult phase of the plans or programs
- Analyzes data, designs portions of the master plan or program, and makes recommendations for revisions
- Supervises a group of technical assistants engaged in specialized activities in support of project development and implementation
- Supervises preparation of monthly, quarterly, and annual financial reports
- Supervises activities for financial and program monitoring and compliance
- Prepares outlines of data desired and supervises compilation and statistical analysis of data
- Serves as liaison coordinator with private consultants, public officials, and various civic organizations
- Prepares detailed plans and graphic and written presentations
- Recruits clients and oversees their certification, eligibility, and testing by conducting training and workshops
- Maintains various records, reports and files
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business administration, public administration, urban planning, or one of the social sciences with an emphasis in social, manpower planning, land use planning, urban design, economic development, or a closely related field; and two (2) years of experience in a planning capacity or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the principles and practices of urban planning, community research, statistical analysis, and program design; considerable knowledge of the techniques of planning research; good knowledge of economics, municipal finance, and sociology as applied to city planning; good knowledge of employment training requirements; good knowledge of economic, social, and/or physical needs of an urban community; some knowledge of civil engineering and physical design as applied to city planning; and some knowledge of public administration. Ability to analyze and forecast economic, social, and physical problems of the community and to formulate effective solutions; ability to carry planning assignments to completion through the formulation of creative planning solutions; ability to analyze and systematically compile technical and statistical information, and to prepare comprehensive technical reports; ability to supervise the work of others; ability to communicate effectively both verbally and in writing; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; occasional pushing and pulling up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Some positions within this classification may require possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and requires overnight traveling being out of the area approximately 20% of the time.
Parks Grant - Section 11 Planning - Selected Components

CLASS TITLE: PLANNER I

PURPOSE OF THE CLASSIFICATION: Under general supervision performs professional work in the development and implementation of comprehensive plans, procedures, or programs and other related assigned duties.

ESSENTIAL TASKS:

- Performs professional planning work in developing comprehensive plans or reports and/or architectural or historic plans or studies
- Monitors, assesses, and provides task assistance to various projects and committees
- Assists in programming project objectives, research activities, and related activities
- Prepares preliminary studies on plans and programs
- Negotiates, documents and tracks cost-effective alliances, partnerships, and sponsorships for programs/events
- Researches, writes grants, and develops database studies (in some positions)
- Prepares grant applications, draws down of funds, accounting, monitoring and reporting of public and private grants received (in some positions)
- Analyzes data, designs, reviews and makes recommendations for revisions of plans, programs, proposals, or potential land uses
- Supervises a group of technical assistants engaged in specialized activities in support of project development and implementation (in some positions)
- Designs and publishes technical information, data, and administrative procedures
- Serves as liaison coordinator with private consultants, public officials, and various civic organizations
- Prepares comprehensive reports on proposed and existing plans or programs and related documents
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business or public administration, urban planning, architecture, or one of the social sciences with an emphasis in social, manpower planning, economic development, or a closely related field, and one (1) year of experience in a planning capacity and/or in obtaining grants, alliances, partnerships, and sponsorships; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge of the principles and practices of business management and/or public administration, and various areas of planning; good knowledge of a variety of research methods, technical data presentation, and evaluation and analysis procedures; good knowledge in computer operations; some positions may require good knowledge of economic planning and human development, employment practices and training requirements; and some knowledge of federal or municipal social, manpower or economic development programs, and contract negotiations; some positions may require good knowledge of assessment district ordinances, resolutions and state statutes. Ability to conduct difficult studies and to analyze and formulate substantive recommendations based upon such studies; ability to prepare budgetary data; ability to prepare clear, comprehensive, and concise reports; some positions require ability to write grants; some positions require the ability to architecturally draft blue prints, measured drawings or plans, and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding. Must possess professional writing, public speaking, grant writing, computer operation, and multiple task management skills.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 20 pounds; may be subject to walking, standing, reaching, balancing, kneeling, smelling, and handling; vision, speech, and hearing sufficient to perform the essential tasks. Some positions require arm and hand steadiness and finger dexterity enough to photograph structures.

Licenses and Certificates: Some positions within this classification may require possession of a valid Oklahoma Class "D" Operator's License; and may require driving personal automobile for local and out-of-state traveling.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.