

PLANNING DIRECTOR

NATURE OF WORK

This is highly responsible administrative, supervisory and professional planning work directing the total operation of a centralized Planning Department for the City of Lincoln and Lancaster County. This position is in the City's unclassified service serving "at will" of the Mayor.

The Planning Department is a department established by the City Charter with the Planning Director reporting to the Mayor and responsible for the delivery of planning services to the municipal government. This department also provides planning services to the County through an inter-local agreement. The Planning Director is accountable to the County Board of Commissioners on County planning matters.

Work involves directing and coordinating the formulation, installation, modification and improvement of master and subsidiary plans for the City's and County's physical development. The Planning Director acts as technical advisor and serves as the secretary of the City-County Planning Commission. In addition, the Planning Director acts as a technical advisor to the Mayor, City Council, County Board of Commissioners, and City and County officials on matters relating to area planning and development. An employee in this class is expected to exercise considerable independent judgment and personal initiative within the framework of established policies and legislative requirements. Work is performed under the general policy direction of the Mayor and County Board of Commissioners and in compliance with the City Charter and related legislative requirements. Supervision is exercised over professional, technical and clerical subordinates.

EXAMPLES OF WORK PERFORMED

Plans, organizes and directs the activities of professional, technical and clerical personnel engaged in the compilation, analysis and interpretation of data affecting community planning.

Prepares and administers the Comprehensive Plan for Lincoln and Lancaster County.

Assigns assistants to develop and gather information relating to land use and other community planning projects, and supervises the compilation of materials and writing of reports pursuant to such information.

Responsible for the administration of platting and the regulation of land subdivision in accordance with subdivision regulations.

Supervises the preparation of zoning ordinances and zoning maps and the revision of such ordinances and maps.

Supervises the preparation and application of urban design standards, including historic preservation efforts, and the revision of such standards.

Supervises the compilation of digital data and use of geographic information systems to inform and serve the planning efforts of the community.

Serves as technical advisor to the Mayor, City Council, City-County Planning Commission, County Board of Commissioners, and department heads on planning and zoning issues.

Serves as the administrator of the Lincoln Metropolitan Planning Organization transportation planning work efforts.

Represents the City-County Planning Commission at public meetings and at conferences with other public and private groups.

Gives advice to and cooperates with municipal officials in connection with new or contemplated capital improvements, and coordinates construction projects with the long-range Capital Improvements Program.

Prepares comprehensive reports based upon careful research and study of planning issues.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of the principles and practices of urban planning.

Extensive knowledge of economics, municipal finance and sociology as applied to city planning.

Thorough knowledge of municipal agencies and legal procedures in connection with planning, zoning and redevelopment.

Knowledge of the City Charter and of the various ordinances, codes and regulations pertaining to planning, zoning and redevelopment.

Ability to supervise and perform technical research on economic and sociological problems.

Ability to analyze and systematically compile technical and statistical information and to prepare technical reports.

Ability to develop and maintain effective working relationships with employees, officials, other agencies and the general public.

Ability to present technical information clearly and in an interesting manner to lay groups and the general public.

Ability to organize and administer the functions of a planning department.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major coursework in one of the social, architectural or engineering sciences and completion of graduate studies with a Master's Degree in city, regional or urban planning recognized by the American Planning Association as well as extensive experience as a planner at a professional level including experience in a supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in one of the social, architectural or engineering sciences and completion of graduate studies with a Master's Degree in city, regional or urban planning recognized by the American Planning Association as well as a minimum of 5 years experience in the city planning field or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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