



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 832.8

Job Title: **Planner Manager**

Pay Grade: 28

GENERAL SUMMARY:

The position requires advanced professional planning experience of the highest-level of complexity, sensitivity, and variety. It requires great independence and judgment, with limited supervision from department leadership. The position is responsible for managing the programs and day-to-day functions of large sections or groups within the organization and often functions as a direct representative of department leadership.

RESPONSIBILITIES:

- Manages personnel in the review or implementation of planning programs, regulations, or ordinances.
- Performs highly-complex professional planning projects, research, and analysis.
- Assigns work to professional staff and ensures appropriate training is provided.
- Serves as a liaison to a broad range of community groups, government agencies, stakeholders, and appointed or elected officials.
- Advises various boards, commissions, elected or appointed officials, and department leadership on highly-complex planning issues.
- Oversees the resolution of highly-complex citizen and customer issues.
- Works closely with the public on planning programs, requirements, or ordinances.

SPECIFICATIONS:

KNOWLEDGE:

Requires thorough knowledge of urban planning, development, and local government policies and procedures. Knowledge of this level is typically obtained through years of experience, demonstrated understanding of personnel management, and a Bachelor's degree in Urban Planning, Architecture, Civil Engineering, Geography, Public Policy or an equivalent in-depth specialized training program that is directly related to the type of work being performed.

EXPERIENCE:

Ten years of progressively responsible planning experience required, with at least one year in a supervisory or project manager capacity.

A Master's degree in Urban Planning, Architecture, Civil Engineering, Geography, Public Policy or closely related field may be substituted for two years of experience.

COMPLEXITY:

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Advanced analytic ability is needed to gather and interpret data where answer can be found only after careful analysis of several facts.

SPECIFICATIONS (cont'd):

IMPACT OF ACTIONS:

Errors in work lead to significant costs and problems, and may have minor impact on the short-term performance of the City. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision, and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors.

Indirect Supervision:

Involves supervision and evaluation of work as a manager of the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with managers, Assistant Directors, or Directors. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher level problem resolution.

External Contacts:

Level of external contact is primarily with citizens, visitors, and/or mid-to-upper-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., mid-level problem resolution, providing information to citizens who, from time to time, may be irate.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

- Assistant Planner
- Planner I
- Planner II
- Planner III
- Planner IV
- Principal Planner
- Planner Manager

Effective: March 2016