



CLASSIFICATION NO. 341
Established: 7/06
FLSA: Exempt
EEO: 2

DEVELOPMENT AGENCY PROJECT PLANNER

CLASS CHARACTERISTICS

Under general supervision, to conduct planning, research and feasibility analyses, and to provide a broad range of development and redevelopment professional project support activities to senior level staff; to act as liaison for the development community, property owners and business associations; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Development Agency, within the Department of Transportation and Development, is responsible for implementing the Development Area Plans, maintaining plans in current condition, and planning for necessary amendments, for the purpose of encouraging development, redevelopment and economic growth within plan areas.

The Development Agency Project Planner has responsibility for providing professional planning and research support for a variety of development and redevelopment projects for parks and open spaces, housing, commercial projects, neighborhood revitalization and infrastructure improvements. The Development Agency Project Planner differs from the Development Agency Project Planner, Senior, which provides program and project coordination, complex analysis and project budget support, and acts as lead on a project team.

It differs from the entry level Planner by its involvement in more complex issues and analysis. It also differs from the Planner 2, by its involvement in Development Agency redevelopment and renewal issues and solutions, rather than the processing and administration of land use requests and development.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Plans, researches and assists in the implementation of redevelopment activities and projects, including land acquisition, housing, transit-oriented residential, mixed-use development, revitalization, parks and open spaces and infrastructure improvements; conducts and prepares analyses, and writes reports for a broad range of redevelopment projects.
2. Acts as liaison for developers, property management businesses, insurance companies, Sheriff's Office, other government agencies, neighborhood and community groups in obtaining and providing information and direction; serves on special committees.
3. Participates in the review of land development proposals; assists in representing Development Agency interests in land use development applications for compliance with

State Land Use Laws and local development standards; solicits comments from other departments, agencies and the public; may inspect properties proposed for development; provides recommendations based on research and analysis for administrative actions and public hearings; prepares findings and submits to higher level staff in support of development or redevelopment projects.

4. Conducts design studies related to land development and public improvements; conducts consultant research and other duties in the preparation of Requests for Proposals/Qualifications; assists with Development Agency Disposition and Development Agreements; prepares and maintains Agreements logs and records of actions anticipated or taken; prepares and maintains Agency-owned or maintained property records and maintenance activities; prepares and maintains property development and project files.
5. Prepares Annual Report and updates according to statute; updates and maintains urban renewal area plans; provides and maintains supply of documents for public distribution.
6. Works with County and city staff on code and policy issues including Federal, State and Metro regulations, zoning codes, housing policies, design review, land use approvals and parking issues; coordinates project-related technical and policy meetings with developers, businesses, other agencies, citizen groups and other stakeholders.
7. Conducts analyses, technical investigations and research on planning and economic-related issues; utilizes pre-determined methodologies, information resources and techniques (GIS or similar analytical tool) to be utilized in planning studies and research; provides professional and technical support in the processing of complex code amendments; assists in the preparation of ordinances, deeds, resolutions and reports for staff and/or public review and Commissioner action.
8. Assists staff with development and redevelopment-related problems and issues, including contract management and mitigation monitoring; assists staff with other projects during peak periods, such as construction, design and budget periods.

REQUIRED KNOWLEDGE AND SKILLS

Knowledge of: Principles, methods, practices and procedures of city, County, regional and statewide planning; environmental, social, economic, and legal issues related to County planning and development; land use and design principles and practices; project management; statistical methods and their application to planning and economic development projects; principles of community organization and citizen involvement; visual communication principles and practices; public speaking techniques; basic mathematical skills and techniques of monitoring expenditures; English grammar and composition.

Skill to: Communicate effectively, both orally and in writing; design, utilize and explain complex spreadsheets; execute work plans; obtain cooperation from stakeholders, various agency staff, groups, associations, councils and commissions in the processes and activities related to project progress and completion; prepare and deliver oral presentations to public and private groups; organize and conduct comprehensive research studies utilizing various sources of information; analyze and evaluate complex data; obtain cooperation and assist in the preparation of maps, charts and other graphic materials which illustrate planning studies; prepare clear and concise reports; interpret and apply appropriate laws, regulations, and codes;

establish and maintain effective working relationships with the public, County personnel and other constituents.

WORKING CONDITIONS

Occasional duties in the field require walking, twisting, balancing, and involve exposure to inclement weather, noise, and slippery and/or uneven surfaces.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of three (3) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

Edited: 8/16