



CLASSIFICATION NO. 339
Established: 1/06
FLSA: Exempt
EEO: 2

DEVELOPMENT AGENCY PROJECT PLANNER, SR

CLASS CHARACTERISTICS

Under direction, to coordinate planning, conduct feasibility analyses and prepare work plans, schedules and budgets for a broad range of development and redevelopment activities; to serve as liaison for 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, Sr. has lead responsibility for coordinating and planning 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, Sr. differs from the Development Agency Program Coordinator, which provides overall program management and direction for major development and redevelopment projects that are greater in scope and complexity.

It differs from the Development Agency Project Planner by its lead responsibility and involvement in more complex issues and analysis. It also differs from the Planner, Senior, 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, coordinates 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; prepares work plans, schedules and budgets for a broad range of redevelopment projects; conducts feasibility analysis and evaluation.
2. Plans, organizes and implements development and redevelopment projects; inspects properties proposed for development; acts as liaison for developers, government agencies, neighborhood and community groups and serves on special committees; makes frequent oral presentations to various stakeholders, including neighborhood and business groups, civic and professional organizations, commissions and councils; provides input on consequences of options or alternatives.

3. Acts as lead Planner on assigned projects; develops and reviews a variety of land development proposals; assists in representing Development Agency interests in complex and controversial land use development applications for compliance with State Land Use Laws and local development standards; solicits comments from other departments, agencies and the public; negotiates, mitigates and resolves issues in conflict; provides recommendations based on analysis for administrative actions and public hearings; prepares complex staff reports and findings in support of development or redevelopment projects; reviews finalized plans for compliance with conditions of approval; may represent Agency interests at pre-application meetings.
4. Prepares requests for proposals/qualifications; assists in the selection and negotiation of contracts with consultants and contractors; oversees contracts and monitors consultant activities and work products; conducts consultant research and design studies related to land development and public improvements; prepares project pro formas, evaluates financial feasibility and restructure for proposed development programs; coordinates project-related technical and policy negotiations with State and Federal government agencies having jurisdiction, city agencies and private utilities.
5. Conducts and/or coordinates comprehensive analyses, technical investigations and research on complex planning and economic-related issues; determines methodologies, information resources and techniques to be utilized in planning studies and research.
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 and leads the processing of complex code amendments; acts as liaison to staff and others for code interpretation issues within assigned areas; prepares ordinances, resolutions and reports for public review and Commissioner action.
7. Assists staff with development and redevelopment-related problems and issues; assists staff with other projects during peak periods, such as construction, design and budget periods.

REQUIRED KNOWLEDGE AND SKILLS

Thorough 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.

Some knowledge of: Principles and techniques of supervision; negotiating and consensus building techniques and methods; urban renewal and tax increment financing.

Skill to: Communicate effectively, both orally and in writing; design, utilize and explain complex spreadsheets; develop and 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; coordinate the work of development, planning and other professionals; 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 and make recommendations; direct 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 five (5) 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