

ADMINISTRATIVE CITY PLANNER

General Statement of Duties and Responsibilities

This is a management class of positions with several assignment levels. The following are typical assignments within this class of positions. All personnel perform related work.

Under administrative direction, with very wide latitude for the exercise of independent judgment and unreviewed action, serves as director or deputy director of a division having major borough-wide or City-wide responsibilities, or a borough planning office responsible for initiating and directing the preparation of community and functional plans and policies and supervising administrative functions; determines goals and develops and oversees execution of work program; allocates staff and other resources for their most effective use; coordinates and negotiates with public officials, community groups, developers and other jurisdictional authorities to resolve planning problems.

Under executive direction, with greatest latitude for the exercise of independent judgment and unreviewed action, coordinates work of ad-hoc or permanent inter- or intra-agency task forces engaged in significant planning projects or in making major improvements or modifications in ongoing agency missions; identifies and assigns areas of responsibility, coordinates workload and supervises preparation of appropriate reports; establishes coordinating mechanisms and directs coordination of work program activities among divisions and borough offices or among other agencies; monitors and regularly reports progress to agency executives.

ADMINISTRATIVE CITY PLANNER (continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college and four (4) years of full-time experience in city planning, at least eighteen (18) months of which must have been in a managerial capacity; or
2. Education and/or experience which is equivalent to "1" above. However, a baccalaureate degree and eighteen (18) months of managerial experience in city planning is required of all candidates. Graduate work leading to an advance degree in city planning or related field may be substituted for up to two (2) years of the non-managerial experience on a year-for-year basis. Graduation from an accredited United States Law School may be substituted for two (2) years of non-managerial experience.

Direct Lines of Promotion

From: City Planner (22122)
Associate Urban Designer (22124)

To: None