

METRO Classification Description

Title: Principal Regional Planner

Bargaining Unit: AFSCME 3580

Job Code: 0357

Established:

Pay Range: 22

Revised: 2007

FLSA Status: Exempt – Professional, Learned

Classification Summary:

Perform highly skilled professional planning development or economic work involving a variety of the most critical and complex planning and analysis projects. Independently perform the most challenging projects and assignments, measured by a combination of the project's complexity, scope, impact on the community, and incumbent's level of autonomy.

Supervision Received:

Supervision is received from a Manager or Director.

Supervision Exercised:

Supervise the work of contractors, provide lead direction to agency staff assigned to projects within area of expertise, direct the work of professional staff, temporary employees, interns or volunteers.

Distinguishing Features:

This position is the highest non-supervisory level in the regional planner series. The Principal Regional Planner has responsibility for the most complex or advanced assignments and is distinguished by the level of judgment, communication, negotiation and project management skills that are necessary to successfully complete work assignments and interact with the public and outside agencies. The Principal Regional Planner recommends department policy and makes department commitments within their area of expertise and functions with little supervisory direction and guidance.

Essential Functions:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee in this classification may be expected to perform.

1. Plans, develops and executes programs, objectives, strategies and budgets for assigned programs and/or projects where success or failure can affect general Metro activities, public concern, or the work of other Planners within and outside the department.
2. Develops economic and demographic projections.
3. Manages major project(s) with broad public impact or that are highly controversial with the public or outside agencies or manages multiple projects that require a high level of proficiency within area of expertise. Projects managed may or may not require management of grants or funds.

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4. Develops methodologies and information resources and techniques to be used in the conduct of planning studies and research and analyses impacts, costs and benefits of growth management project related improvements. Develops program area policy recommendations based on technical analysis; develops cost/benefit analysis of alternatives; develops appropriate systems for implementation.
5. Analyzes regional, national and international macroeconomic trends.
6. Prepares complex technical planning and administrative reports, special studies; conducts assessments; prepares inventories and statistical information necessary for future planning; develops critical correspondence and comprehensive reports in support of planning projects and decisions.
7. Leads professional staff in developing strategy and products for working with federal agencies. Coordinates the selection of consultants, administers agreements and contracts with agencies, and monitors work done by consultants, contracting agencies and other organizations as appropriate.
8. Develops and maintains effective relations with the public. Represents METRO at meetings and provides technical expertise on issues with local jurisdictions and other agencies. Addresses concerns of local jurisdictions related to project impacts. Responds to issues raised by technical and policy advisory committees.
9. Evaluates program accomplishments against established goals and timetables and makes recommendations based upon evaluation concerning future plans.
10. Serves as professional consultant to various organizations and committees.

Secondary Functions:

1. Performs other duties as assigned.

Job Specifications:

Master's degree in science, public administration, urban and regional planning, economics, or a related field (some positions require a degree and experience in landscape architecture), and five years experience in project management, or any combination of experience and education which provides the applicant with the desired skills, knowledge and ability to perform the job.

Knowledge, skills and abilities:

1. Thorough knowledge of planning principles, methods and procedures of city, county, regional and statewide planning, environmental, social, economic and legal issues related to regional planning and development; land use and design principles and practices; statistical methods and their application to planning and economic development projects; principles of community organization and public involvement
2. Advanced knowledge in planning and development research method and techniques in program area
3. Knowledge of geographic information systems for data mapping

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4. Considerable knowledge of public policy development processes and practices related to program area
5. Ability to develop comprehensive reports and plans regarding complex planning and development issues and projects in program area
6. Ability to compile and analyze complex data and develop recommendations
7. Knowledge and skill in the use of computers for word processing and desktop publishing, creation of spreadsheets and computer generated business graphics
8. Ability to effectively communicate with individuals and groups regarding complex or controversial public policy issues or regulations
9. Ability to establish and maintain effective working relations with public officials, planning staff, the development community and the public
10. Knowledge of budget issues associated with planning projects and the ability to prepare budget proposals for proposed and ongoing planning projects
11. Ability to function as lead over other professional staff
12. Ability to work independently and as part of a team

Working Conditions:

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Duties are primarily performed in an office environment while sitting at a desk or computer terminal. May spend time in an outdoor environment gathering data or overseeing projects. This position may require frequent periods of standing, walking, fingering, talking, sitting bending and repetitive motions of the hands and/or wrists and requires good general hearing (both in person and over the phone). May also require occasional reaching, feeling, climbing and pushing/pulling, lifting / carrying up to 10 pounds. Incumbent is required to attend offsite meetings during and after normal work hours.