

## METRO Classification Description

**Title:** Senior Regional Planner

**Bargaining Unit:** AFSCME 3580

**Job Code:** 0356

**Established:**

**Pay Range:** 21

**Revised:** 2007

**FLSA Status:** Exempt – Professional, Learned

### **Classification Summary:**

Perform a variety of complex regional planning, economic development and/or intergovernmental relations activities including: develop, organize and coordinate a regional planning program area; perform complex research and analysis; may serve as project leader.

### **Supervision Received:**

Supervision is received from a Supervisor, Manager or Director.

### **Supervision Exercised:**

Supervises the work of contractors and may provide lead direction to professional staff, temporary staff, interns or volunteers within program area.

### **Distinguishing Features:**

The Senior Regional Planner classification is the third level in a three-level series (Assistant, Associate, Senior). The Senior Regional Planner is distinguished from the Associate Regional Planner classification by involvement in policy formulation and evaluation within his/her area of expertise or program area, and by the responsibility to independently manage complex projects. Incumbents in this classification are recognized as technical specialists in a specific program or functional area.

### **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. Develops and organizes the work program for a specific study; coordinates with staff to assure timely completion.
2. Provides organizational support, research and materials for committees and/or Council; develops reports as requested. Presents the results to technical, policy and resident groups.
3. Establishes, maintains and applies a socio-economic computerized database for economic planning and development purposes.
4. Develops methodologies, designs computer applications, produces data products to meet the needs of clients, and interprets results.
5. Develops and coordinates economic development programs.

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6. Promotes intergovernmental communication and cooperation among local governments through workshops, project review, publication and data sharing.
7. Coordinates programs (example: the Urban Growth Boundary (UGB)); researches, interprets and summarizes; makes recommendations for code revision and drafts ordinance amendments as necessary. Develops staff reports and makes recommendations on proposed amendments.
8. Coordinates studies (e.g., regional parks study) and data collection with local, regional and state agencies.
9. Prepares organizational support, research and materials for committees and/or Council; develops reports and presentations as requested.
10. Represents Metro at meetings and provides technical assistance to advisory committees, associations, Metro staff, local governments and the public.
11. Remains current on federal and state regulations, local ordinances, and administrative rules and their impact on Metro policy and programs.
12. Coordinates special projects with local jurisdictions and special districts.
13. Prepares work programs for consultant contracts and manages consultant contracts. Develops and manages contracts, proposals for consultant work, bid formulations and selection.
14. Provides geographic information system assistance, data, analysis and maps for Metro staff, committees and local governments.
15. Develops policy recommendations based on technical analysis; develops cost benefits analysis.

#### **Secondary Functions:**

1. Performs other duties as assigned.

#### **Job Specifications:**

Bachelor's degree in urban planning, public administration, community development, economics or related field (some positions require a degree and experience in landscape architecture), and three years experience in public administration, land use planning, project management or public policy development; or any combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the job.

#### **Knowledge, Skills and Abilities:**

1. In-depth analysis of regional planning research, methods, techniques and intergovernmental relations
2. In-depth analysis of statistical applications used in transportation modeling and ability to organize and conduct transportation studies independently
3. Ability to work effectively with other agencies and jurisdiction staff
4. Ability to communicate effectively both orally and in writing
5. Ability to serve as lead over other professional staff

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6. Knowledge of public policy development and practices
7. Knowledge of relevant federal, state and local regulations
8. Knowledge of an ability to use a computer and relevant software
9. 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 the field gathering data or overseeing projects.

This position may require frequent periods of standing, walking, talking, fingering, sitting 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 bending, grasping and handling and lifting and/or carrying up to 10 pounds. Incumbents in this position are required to attend offsite meetings during and after normal work hours.