

City of Dallas
Classification Specification

Title:	Chief Planner	Class Code:	28044
Application:	Career Series	Pay Grade:	L
Supplemental/Code:	Supervisory/0	Established:	10/01/01
FLSA:	Exempt	Revised:	10/01/14

Position Purpose

Manages a major section comprised of urban planning professionals who conduct a variety of planning studies in assigned specialty areas in order to accurately and efficiently develop planning policies and recommendations.

Essential Functions

1. Develops and presents land use, urban design, and historic preservation recommendations by evaluating demographic, zoning, economic, geographic, and infrastructure information.
2. Manages and coordinates the activities of a professional staff responsible for zoning, land use implementation, urban design, historic preservation, and other planning activities in order to make recommendations to department management on those issues.
3. Reviews work of subordinates to ensure work is done accurately and efficiently in accordance with professional, city, state, and federal standards.
4. Conducts research and presents data, findings, and recommendations to City Plan Commission, Landmark Commission, Board of Adjustment, and/or other groups.
5. Manages urban design studies and develops standards for private and/or public sector properties.
6. Provides information in writing, over the phone, and in public or private meetings in response to City Council, City Manager's Office, outside agency, and citizens' requests.
7. Coordinates planning project activities with neighborhood associations, business owners, elected/appointed officials, and other City departments.
8. Administers the zoning process, street name changes, Special Provision Sign District requests, Dallas Development Code amendments, Board of Adjustment and Walker Consent Decree-related activities.
9. Provide thoroughfare plan amendment analysis's, including meeting with developers and property owners, preparing documents, scheduling public hearings, sending property owner notifications, and updating map changes.
10. Coordinates zoning and planning processes to ensure that public hearing requirements are met in accordance with state law and city codes.
11. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work

Thorough knowledge of principles, methods and techniques of urban planning.

Thorough knowledge of personnel and administrative procedures.

Knowledge of City development and building codes.

Ability to manage, plan and organize work for professional personnel involved in developing and administering a master plan for a major municipality.

Ability to communicate effectively verbally and in writing with a wide variety of individuals.

Ability to manage multiple projects.

Ability to make presentations to various groups.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards

Major activities are performed under normal office conditions.

Occasionally makes field visits.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.