

CITY OF BEAVERTON

Principal Planner - Transportation

General Summary

Administer and interpret the City's Comprehensive Plan and Development Code as it relates to the future of the City and corresponding land use and transportation. Develop and implement planning programs and oversee planning projects. Participate in intergovernmental planning processes on behalf of the City.

Key Distinguishing Duty

The key distinguishing duty of the Principal Planner - Transportation is administering the City's Comprehensive Plan and Development Code as it relates to land use and transportation.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Develop and implement the City's transportation plan.
2. Administer the City's Comprehensive Plan, Development Code, City Code, and Engineering Design Manual as they relate to land use and transportation.
3. Monitor and assure City compliance with federal, state and regional planning requirements and recommend changes as appropriate. Supervise, develop and implement revisions to the Comprehensive Plan, Development Code, City Code and Engineering Design Manual as necessary for compliance.
4. Recommend and implement policy and procedural standards. Monitor and review proposed legislation and coordinate with staff and lobbyist as appropriate to recommend changes.
5. Coordinate with City Transportation Engineer in all aspects of transportation plan and project implementation.
6. Serve as a member of the Economic and Capital Development department senior management team. Evaluate performance and program effectiveness and take action for improvement as necessary. Authorize payments to contractors and consultants.
7. Develop and access funding opportunities for City projects.
8. Manage and implement grants and funding opportunities.
9. Coordinate with multiple agencies on regional planning issues to develop mutually beneficial solutions. Work with citizen groups, elected officials, federal, state, regional and local

representatives to coordinate transportation and land use plans and projects. Resolve planning issues.

10. Develop, manage and facilitate strategies for the resolution of politically sensitive planning issues.
11. Serve on or provide support to a variety of committees, task forces and advisory groups.
12. Determine City's exposure to liabilities on planning related issues through coordination with legal counsel.
13. Prepare, negotiate and monitor urban service, annexation, intergovernmental and other agreements servicing City interests. Provide regional and local perspective on issues. Work with elected officials to implement agreements.
14. Prepare, recommend and monitor division budget. Provide explanation for revisions.
15. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met.
16. Serve as a model for accomplishing City's vision and goals. Model and promote an environment that supports the highest quality results. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
17. Provide direction and set standards for excellent internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution.
18. Produce acceptable quantity and quality of work that is completed within established timelines.
19. Follow standards as outlined in the Employee Handbook.
20. Participate in the City's Emergency Management program including classes, training sessions and emergency events.
21. Represent the division and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. May be required to provide leadership in emergency situations. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
22. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Perform related duties of a similar scope and nature.

Knowledge Required for Entry

- ◆ Expert knowledge of Federal, State and Regional transportation, land use, air quality and planning related requirements.
- ◆ Expert knowledge of current, issues, trends, practices and principles of comprehensive long/short range urban planning.
- ◆ Expert knowledge of the standards, laws, codes, ordinances and regulations governing comprehensive long/short range urban planning including permitting and the land use applications process.
- ◆ Advanced knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Advanced knowledge of mathematical and statistical principles and analysis.
- ◆ Working knowledge of geographic information system.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of human resources management practices.

Skills/Abilities Required

- ◆ Expert ability to manage highly complex technical research, analysis and evaluations.
- ◆ Expert ability to provide land use and transportation planning issue interpretation and analysis.
- ◆ Advanced skill in and policy/program development and implementation.
- ◆ Advanced ability to successfully manage the operations and budget of a section or division.
- ◆ Advanced ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Advanced ability to effectively manage multiple programs and a staff including hiring, training, coaching, disciplinary action, performance management and termination.
- ◆ Advanced ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Advanced ability to build consensus.
- ◆ Advanced ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Expert ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Expert ability to make presentations and develop reports that may include technical information.
- ◆ Advanced ability to use MS Office word processing and spreadsheet programs and other software applications as required for position.

Minimum Qualifications Required

Bachelor's degree in planning, geography, public administration, landscape architecture, or related field, and 8 years progressively responsible experience in land use planning, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ American Institute of Certified Planners (AICP) certification preferred.

Working Conditions

Regular focus on a computer screen; precise control of fingers and hand movements; occasional dealing with distraught or difficult individuals; regular attendance at meetings or activities outside of normal working hours; weekly operation of a motor vehicle on public roads.

Classification History

Created: August 2, 2010

Status: M2

FLSA: Exempt

Department Head Signature

Human Resources Signature

Date

Date