

<b>Job Class Code: 2243</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to oversee, manage, design, develop and coordinate a variety of functions relating to long-range and current planning activities in support of the Comprehensive Plan. The class will serve as project manager for land use related consultant contracts. The class will also oversee design projects, providing professional design support and recommendations. The class will have a high degree of decision-making ability over complex projects.

**TYPICAL TASKS**

- Coordinates various City efforts to develop design guidelines and standards and assists in implementing relevant elements of the Comprehensive Plan.
- Acts as project manager for land use related consultant contracts, which may include but is not limited to project oversight, development of request for proposals, scopes of work, financial reporting, and implementation
- Coordinates the review of development applications to ensure adherence to applicable architectural and design guidelines as contained in adopted City plans, policies, and ordinances.
- Develops, interprets, and updates the urban design and architectural elements of the Comprehensive Plan, supporting small area plans, transportation corridor studies, land use policies, and design guidelines
- Assists various City departments with developing small projects by providing design recommendations and expertise
- Facilitates community meetings and acts as a liaison between the City and community specific projects
- Provides written reports and oral presentations to City Council, Planning Commission, city leadership, and the public regarding professional recommendations related to design and other land use policies
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Plans, or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
<b>Interpersonal/People Involvement</b>	Directs or commands others by issuing orders and instructions.
<b>Reasoning Requirements</b>	Performs work involving the application of principles of logical thinking and scientific, legal, administrative, professional, or other practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
<b>Mathematical Requirements</b>	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities; descriptive statistics; deductive geometry, plane and solid, and rectangular coordinates; mathematical classifications or schemes.
<b>Language Requirements</b>	Reads scientific and technical journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects; writes complex articles and reports; develops presentations for sophisticated audiences.

<b>Mental Requirements</b>	Performs advanced professional level work in the analysis or interpretation of methods of a scientific, engineering, or legal nature and formulates recommendations on the basis of such analysis; applies creativity and resourcefulness in the analysis and solution of complex problems; requires sustained, intense concentration for accurate results or continuous exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires a bachelor's degree in Planning, Architecture, Landscape Architecture, Urban Design, or closely related field. Master's degree is preferred.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of three years of full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Depending on operational needs, may require a valid driver's license and a driving record in compliance with the City's Driving Standards. Licensure in Architecture/Landscape Architecture/Urban Design required.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*