

Deputy Director of Planning and Community Development

Exempt Grade 51

City of Muskogee



Updated: 03/21/2024

CLASS TITLE: Deputy Director of Planning and Community Development

PURPOSE OF THE CLASSIFICATION:

Assists the director in developing and carrying out plans, programs, budgets, policies, procedures and initiatives of the Planning and Community Development Department. This role is responsible for managing the City's Geographic Information Systems (GIS) and mapping. The Deputy Director of Planning and Community Development is exceedingly responsible for grant writing and administration for the Certified Local Governments Program (CLG) and other grants as assigned by the Director of Planning and Community Development. In the absence of the director, the Deputy Director of Planning and Community Development will serve in their capacity as assigned and will take on all responsibilities and duties of the role for the period of time defined. The Deputy Director of Planning and Community Development will take on other tasks as assigned.

ESSENTIAL TASKS:

- Plans, organizes, controls, evaluates and carries out specific defined projects that implement the goals and objectives of the department.
- Serves as an ex-officio member of the City of Muskogee Historic Preservation Commission.
- Administers the Certified Local Government (CLG) Program from the Oklahoma State Historic Preservation Office.
- Conducts field research for Certificate of Appropriateness and Historic Designation applications, prepares staff reports, agenda items and other reports as necessary for the Historic Preservation Commission meetings.
- Serves on community committees and boards on the topic of Historic Preservation as the liaison for the City.
- Researches, prepares, submits and administers grants for the purposes of Historic Preservation and other programs as assigned.
- Conducts field research, oversees and prepares staff reports, agenda items, and other reports as necessary for the Subdivision Review Committee and Board of Adjustment Meetings.
- Serves as the manager of the GIS Division, overseeing up to two (2) employees at any time.
- Creates, reviews and administers mapping projects for the City's GIS, communicating with multiple departments across the City to collect pertinent information for the system.
- Interfaces with other partners and governments to share and gather information for GIS systems.
- Updates city maps after approved applications that affect lot or city boundaries and/or land use.
- Completes tasks related to short range and long range planning as assigned by the director.
- Serves as the Acting Director of Planning and Community Development in the director's absence as assigned.
- Researches and resolves customer complaints and answers inquiries from the public.
- Gives presentations to a variety of individuals or groups.
- Operates office equipment such as fax machines, copiers and phone systems and uses computer for spreadsheets, word processing, database management and other applications with strong skills in the Microsoft Office Suite, ArcGIS Pro and Adobe Acrobat; learns to operate new office technologies as they are developed and implemented.
- Performs other work as necessary and/or as assigned, reporting to work on a regular and timely basis.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

REPORTING RELATIONSHIPS:

The Deputy Director of Planning and Community Development reports directly to the Director of Planning and Community Development.

The Deputy Director of Planning and Community Development supervises GIS and other personnel in the department as assigned by the director.

QUALIFICATIONS:

Training and Experience: Graduation from a recognized college or university with a bachelor's degree in urban design, regional and city planning, public administration, government, Geographic Information Systems (GIS) or other related degree. Minimum of four (4) years' experience in customer service, planning and/or administration/compliance of local, state and/or federal regulations. Specific experience in GIS, work at the municipal level, highly detailed

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research skills, grant writing and administration and group leadership skills preferred or any combination of experience and education.

Applicants who have completed a master's program or are currently in an active master's program may use that experience to supplement up to two (2) years of necessary experience.

Knowledge, Abilities and Skills:

- Knowledge of the principles and practices of urban planning, community and economic development;
- Knowledge of the economic, social and physical needs of an urban community;
- Knowledge of historic preservation practices;
- Knowledge of the federal grant process and procedures;
- Knowledge of computers and electronic data processing;
- Knowledge of modern office practices and procedures;
- Ability to effectively communicate both verbally and in writing;
- Ability to understand, interpret, explain and apply laws, regulations, ordinances and policies;
- Skills in establishing and maintaining professional and effective relationships with City staff, community leaders, organizations and the general public while acting with tact and diplomacy;
- Skills in GIS data processing and map creation;
- Skills in high level, detailed research.

Applicant should be a certified CDBG administrator or have the ability to become an administrator within two (2) years of employment.

An American Institute of Certified Planners (AICP) or AICP candidate designation is preferred but not required.

Physical Requirements: The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. On a case by case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, arm and hand steadiness and finger dexterity will be needed enough to use a keyboard and telephone. Occasional walking, standing, lifting and carrying of objects weighing up to twenty (20) pounds; reaching, balancing, stooping, handling and climbing are required. Vision, speech and hearing sufficient to perform essential tasks. Punctuality and reasonable attendance is essential. Must submit to drug screening and fitness to work physical exam.

Licenses and Certificates: Possession of a valid Oklahoma Class D driver's license is required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; requires some travel to various city locations to conduct field studies.

RATE OF PAY: \$62,982/yr - \$91,187/yr., depending on experience. Excellent employee benefits (insurance, vacation leave, sick leave, retirement, holidays).

WORK HOURS: 8:00 a.m. to 5:00 p.m., Monday through Friday.

WORK LOCATION: City of Muskogee Planning and Community Development Department, 229 West Okmulgee Avenue., Muskogee, Oklahoma.

RESUMES MAY BE SUBMITTED BUT WE REQUIRE OUR EMPLOYMENT APPLICATION BE COMPLETED ALONG WITH THE APPLICATION. We can also fax, email or mail one to you or you can pick one up from the City of Muskogee Human Resources Department at 505 Columbus Street, Muskogee, Oklahoma. Applications can be returned to the same address or by mail: City of Muskogee, Human Resources Department, P. O. Box 1927, Muskogee, OK 74402-1927; by fax: 918-684-6223; or by email: jkennedy@muskogeeonline.org. If you should have any questions, please call the Human Resources Department at 918-684-6221 or inquire in person at the address above or fax or email (above).

DEADLINE FOR APPLICATIONS: There is no deadline for applications for this position – it will be open until filled.

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