



The City of
OKLAHOMA CITY

Planning Director

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Oklahoma City

Oklahoma City has been a transportation and commercial hub in Oklahoma since before statehood in 1907. The City was settled in a single day when nearly 10,000 pioneers staked out territory in what is now Oklahoma City during the famous Oklahoma Land Run of 1889. The combination of the settlers with the large number of Native American tribes, many transplanted from around the country, has evolved into a unique cultural identity.

Incorporated in 1890, the City of Oklahoma City is a charter city and has had a Council-Manager form of government since 1927. The Mayor, elected at-large, leads a Council of eight members, each elected by ward. The Mayor and Council set overall policy and strategic priorities for the organization.

The City of Oklahoma City serves approximately 650,000 residents in a four (4) county, 621 square mile area.

Twenty-two (22) City departments provide a wide array of municipal services and programs. Additionally, municipal trusts play a significant role in the operations of major facilities and services.



Historically, Oklahoma City's economic base has been closely tied to the energy and agricultural markets. Today, the City's economic base is more diversified and seeing growth in the health and technology industries.

The largest employers in the metropolitan area include the State of Oklahoma, The City of Oklahoma City, Tinker Air Force Base, and the University of Oklahoma. Companies with headquarters here include American Fidelity Assurance Company, BancFirst, Chesapeake Energy, Continental Resources, Devon Energy, Express Personnel, Hobby Lobby Stores, Love's Travel Stops & Country Stores, OG&E Energy, MidFirst Bank, Paycom and Sonic Corporation.

Vital among the City's assets are ample water supplies and its central location. Interstate highways I-35 North/South, I-40 East/West and I-44 Northeast/

Southwest converge in Oklahoma City and provide transportation links to the rest of the nation. The new I-40 Crosstown Expressway relocation, which opened in 2013 allows faster travel by incorporating 10 lanes of traffic. These ground transportation routes, together with Will Rogers World Airport, make the City a regional transportation hub.

Local performing arts groups such as the Oklahoma City Philharmonic, Lyric Theater, and Ballet Oklahoma contribute to the City's cultural environment. The Oklahoma State Fair, Red Earth Festival, and the Festival of the Arts attract hundreds of thousands of visitors each year. Other popular attractions are the National Cowboy and Western Heritage Museum, the Oklahoma City Museum of Art, the Oklahoma City National Memorial, the Oklahoma History Center and the National Softball Hall of Fame.

Our NBA team, the Oklahoma City Thunder, ended the 2018 regular season 4th in their division. The Thunder has qualified for the NBA playoffs eight out of their 10 seasons in Oklahoma City.

The City has been the site of numerous Big XII championships in basketball, baseball, and softball and has hosted the opening rounds of the NCAA basketball tournament, the Wrestling Championships and the Women's College World Series. A new USL PRO (minor league soccer) team, Energy FC, begins its fourth season this year. Energy FC is the affiliate of the Major League Soccer Sporting KC.



In December 2009, citizens approved MAPS 3, a seven-year, nine-month tax to fund eight new projects in the metro area. These include a 70-acre central park, a new rail-based streetcar system, a new downtown convention center, sidewalks throughout the City, 57 miles of new bicycle and walking trails, improvements along the Oklahoma River, health and wellness aquatic centers for seniors, and improvements to the fairgrounds. The estimated cost for all of these projects is \$777 million.



In May 2016, the \$45.3 million RIVERSPORT Rapids center opened to provide whitewater rafting and kayaking on an 11-acre facility adjacent to the Oklahoma River. The Center features world class rapids for elite athletes as well as recreational level opportunities for families.



The City was designated as the U. S. Olympics Training Site for canoes, kayaks and rowing in July 2009 and hosted the U.S. Olympic trials for those sports in 2016 at the new RIVERSPORT Rapids center and the Oklahoma River. The Oklahoma River is the only river to have received this coveted designation and is being transformed into a world class competitive and recreation center.





In January of 2016, the City entered into an agreement with the State of Oklahoma and the Chickasaw Nation to complete the American Indian Cultural Center and Museum along the Oklahoma River. The Center will provide 85 acres of park space, with walking trails, interpretive art, and serve as a venue for native performers and educational exhibits.



BETTER STREETS SAFER CITY

In August 2017, citizens approved the Better Streets, Safer City bond and sales tax measure. The temporary penny sales tax took effect January 1, 2018, after the MAPS 3 tax expired, and it's expected to generate about \$240 million over 27 months: \$168 million for street resurfacing, \$24 million for streetscapes, \$24 million for sidewalks, \$12 million for trails and \$12 million for bicycle infrastructure. The sales tax projects are joined by the other major Better Streets, Safer City initiatives: a 10-year, \$967 million bond program (including \$536 million for streets, bridges, sidewalks and traffic control), and a permanent ¼ cent sales tax for more police officers, more firefighters and day-to-day operations.



The City's Vision and Mission

Oklahoma City seeks to further progress as a vibrant, diverse, safe, unified and welcoming community. We will provide exceptional service to residents and visitors. We do this by ensuring the safety of the public, delivering quality services, and maintaining infrastructure to support the growth of the City.

The City's core values include:

- Providing competent, dependable and efficient service to all by knowing our jobs and our City;
- Maintaining dependability and accountability in our relationships;
- Communicating among ourselves and with our community in a tactful, useful, informative and honest manner;
- Listening to the needs of others as a critical part of our communication process;
- Honoring diversity by respecting our customers and fellow employees;
- Committing to continuous improvement and growth through visionary, proactive leadership and technology; and
- Setting standards of quality service by upholding our core values.



The Department

The Oklahoma City Planning Department has an FY 2019 budget of \$30,513,396 and 47 authorized positions. The Planning Director leads and directs the department which includes four major divisions (Planning Administration, Housing and Community Development, Current Planning and Urban Design, and Plan Development and Implementation) that guide the city's growth and development so that current and future Oklahoma City residents and businesses can thrive in a vibrant and sustainable city:

- Planning Administration provides leadership, support, and information to the department, so it can achieve its strategic and operational results. The Administration division houses the Office of Sustainability and the Office of Arts and Cultural Affairs.
- Housing and Community Development provides neighborhood revitalization, financial, technical, and community support services to low- and moderate-income persons so that they can have decent housing, a suitable living environment, and expanded economic opportunities. This division is comprised of several work sections: Grants Management / CDBG, Affordable Housing, Brownfields, Loans, Homelessness Program, and Housing Rehabilitation.
- Current Planning and Urban Design provides development review, oversees the design review function for special purpose districts, and manages the Historic Preservation program.

- Plan Development and Implementation develops and implements plans, conducts studies, and provides design coordination services for policy makers, residents, community groups, development interests, external agencies, and other City departments to inform planning, development and investment decisions that promote a vibrant, attractive and functional community. This division has three work sections: Comprehensive Planning, Neighborhood and Commercial District Revitalization, and Transportation Planning.

The Planning Department provides staff support to a number of major boards, commissions and committees, including Planning Commission, the Historic Preservation and Landmark Commission, several Urban Design Commission, Arts Commission, Community and Neighborhood Enhancement Advisory Board, and several citizen committees for various federal grants.



Major Challenges

- Using the city's comprehensive plan, planokc, to guide the city's growth in a way that promotes quality of life, efficiency of service provision, and human, environmental, and economic health to ensure 20% of development/redevelopment is in the inner-loop annually; 100% of rezoning decisions by the City Council are consistent with the Comprehensive Plan; and the percentage of commute trips made by walking, bicycling, or public transportation (currently 2.13%) is increased by 1.5% by 2024.
- Influencing revitalization and redevelopment within the urbanized areas of the city to ensure 100% of participating Commercial District Revitalization Program districts maintain or increase total property value.
- Addressing homelessness and concerns about community vitality to ensure 85% of formerly homeless people remain in permanent housing for more than six months.
- Achieving or maintaining resident satisfaction with attributes of their neighborhoods, including safety, appearance, property maintenance, sense of community, amenities and overall quality; the appearance of the city; and feelings of safety.



The Position

The Planning Director is appointed by the City Manager and reports to an Assistant City Manager. The Planning Director is responsible for a staff of 47, an annual General Fund Budget of \$4 million and \$25 million in federal grant funds. The Director's work is appraised by the Assistant City Manager as to the attainment of program objectives and adherence to governing laws.

The Planning Director is responsible for the overall management of the Planning Department and for directing the activities of its divisions by coordinating with intermediate supervisors the activities of a staff engaged in performing the planning functions of the City. Divisions under the leadership of this position include Planning Administration, Housing and Community Development, Current Planning and Urban Design, and Plan Development and Implementation.

The Planning Director supervises the development and implementation of growth management, land use, redevelopment, housing, transportation, and other plans and codes to meet the City's needs; coordinates and assigns both current and long-range planning projects; oversees the department's budget; sets and monitors goals and objectives; makes presentations to a variety of groups; and supervises a professional staff.

The Planning Director communicates with boards, departmental staff, City officials, contractors, and representatives of state and federal agencies and private organizations to give and receive information related to department activities.

The Ideal Candidate

The ideal candidate is a professionally respected, innovative, and results-oriented leader. This position is one of the City's most visible public leadership positions. As such, the Planning Director must have exceptional interpersonal skills, outstanding people/customer service skills, and be able to work effectively and collaboratively with numerous internal and external stakeholders. The City seeks a dynamic, solutions-oriented, strategic thinker who can express a compelling vision, identify and clearly articulate issues, and develop workable solutions as its Planning Director.

The ideal candidate exemplifies the Planning Department's core values of teamwork, integrity, innovation and professionalism and is:

- a person of very high ethical standards and exceptional character who naturally earns the confidence and trust of others;
- a seasoned professional with experience guiding metropolitan growth and development;
- a professional that brings a blend of strong technical proficiencies in the wide-ranging aspects of city planning, including detailed knowledge of codes/code updates, and understands/appreciates the social, physical and economic impacts of development;
- experienced in successfully administering federal, state and private grant programs;
- an effective team-oriented leader and manager who values professional development and growth and seeks to empower staff while providing appropriate direction and guidance;
- committed to superior customer service at all levels of the organization;
- reliable to maintain accountability to the City Manager, trust and credibility with the Planning Commission and other appointed bodies, and good working relationships within and outside of City government;
- an excellent communicator in person with a diverse spectrum of individuals and groups, and through written correspondence of all types; and
- approachable, persuasive, confident, and calm under pressure.

The ideal candidate must possess:

- Bachelor's degree in Planning or related field.
- Knowledge of and skill in applying best practices in governmental administration and management.
- Knowledge of and skill in urban planning.
- Knowledge of federal, state and private grants management.
- Knowledge of subdivisions and zoning.
- Skill in coordinating activities of professional, technical, and clerical staff.
- Skill in oral and written communication.
- Skill in coordinating complex planning activities.
- Skill in critically assessing and organizing a wide variety of information.
- Ability to develop long-range plans and evaluate work accomplishments.
- Ability to establish and maintain effective working relationships.
- Willingness to assume responsibility for work performed and decisions made.

Preferences:

- Master's degree in planning, public administration, architecture or related field.
- American Institute of Certified Planners (AICP) certification.
- Certified Public Manager (CPM) certification.
- Minimum of seven (7) years of professional planning experience, with at least five (5) years of the experience gained at the executive-level, preferably for a comparably sized municipality.
- Skill in leading, directing, and supervising multiple employees and high-performance work teams.

Working Conditions and Physical Requirements

This is an FLSA exempt position. Work is performed primarily inside a climate-controlled environment, with occasional local and out-of-town travel to attend meetings, conferences, or seminars. The position is subject to occasionally working beyond normal working hours.

Physical requirements include: speech and hearing enough to make presentations and communicate by telephone or in person; near vision enough to read reports/documents and computer screens; arm-hand steadiness and manual finger dexterity enough to write and type on a keyboard.

Compensation and Benefits

The salary is dependent upon the qualifications and experience of the selected candidate. Benefits include:

- 96 hours of vacation leave per year
- 130 hours of sick leave per year
- 10 regular holidays per year
- Retirement plan
- Credit union with full banking services
- Employee medical center for employee and covered dependents
- Tuition reimbursement
- Employee assistance program
- Life, health, dental and vision insurance options
- Disability plan



How to Apply

Submit an online application and resume at:
governmentjobs.com/careers/oklahomacity

An email address and password are required to create a profile. Attachments, such as a resume, cover letter, etc. may be included. Resumes will be accepted until the position is filled. First consideration will be given to applications/resumes received by July 10, 2019.

**For questions call (405)-297-3373 or
email careers@okc.gov.**