



## Job Description

**Job Title:** Planning and Urban Design Manager

### **Summary**

Manages and supports exemplary urban planning and design initiatives to create, preserve, and enhance the value and vitality of downtown Austin.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Manages consultant contracts and internal and external stakeholder teams to meet project goals, deliverables, timelines, and budgets.
- Represents the organization in complex partnerships with many decision makers and collectively lead to achieve shared objectives.
- Prepares documents, reports, presentations, meeting notes, and other materials to support planning and urban design projects.
- Develops maps, images, plans, illustrations, and graphic communication tools to support planning and urban design strategies/initiatives.
- Identifies and conducts project-specific research and analysis, working collaboratively with research and communication teams.
- Develops scopes of work and processes for Downtown Alliance led projects and strategies.
- Develops and implement public engagement efforts including meetings, workshops, and online engagement.
- Leads internal and external project meetings.
- Works closely with public, private, and nonprofit partners to successfully execute projects.
- Attendance at some evening and weekend meetings may be required.
- Contributes to the efficiency of the organization by performing other duties and participating in special projects, as assigned.

## **Supervisory Responsibilities**

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

***Job Knowledge*** - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

***Communications*** - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

***Teamwork*** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

***Organizational Support*** - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

***Strategic Thinking*** - Develops strategies to achieve organizational goals; understands organization's strengths & weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Bachelor's or Master's degree in Urban Planning, Landscape Architecture, Architecture, Public Policy, or related field; ten years or more related experience and/or training; or equivalent combination of education and experience.

**Language Skills**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**Mathematical Skills**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of planning and design visualization tools such as: Adobe Suite, Sketchup, ArcMap, ArcGIS, MySidewalk, Mapbox, Google Earth and Google Maps.

**Certificates, Licenses, Registrations**

Certification through American Planning Association (APA/AICP), American Institute of Architects (AIA) or American Society of Landscape Architects (ASLA) (desired)

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently required to stand; walk; sit and talk or hear. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential

functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**This job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.**

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date