**Class Title**

Planning Program Manager (Planning Team Lead – Non-Supervisory)

**Class Code**

(To be assigned)

**Salary Range**

Grade 10

**FLSA Status**

Exempt

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**Nature of Work**

This is a professional position requiring a high degree of independent judgment responsible for leading and advancing the City's planning programs, policies, and major initiatives through coordination, coaching, and technical expertise, without formal supervisory authority. This position requires complex program administration, team leadership through influence, and advanced technical planning including leading development of and updates to the Comprehensive Plan, Neighborhood Plans, TIF/Redevelopment Plans, other City Plans, and Zoning and Subdivision Ordinances. The Planning Program Manager serves as a strategic advisor to the Community Development Director and Deputy Director and leads coordination of cross-departmental and high-profile initiatives in alignment with City goals.

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**Essential Job Functions**

- Leads coordination and alignment of work across planning staff to ensure balanced workloads, identify workload constraints, resource gaps, and process inefficiencies and recommends solutions.
- Establishes and monitors project timelines, sequencing, and dependencies to maintain progress and effective pacing across multiple initiatives. Provides guidance, resolves issues and adjusts priorities as needed.
- Provides ongoing coaching, mentorship, and technical guidance to staff to promote consistency, quality, and professional development.
- Leads and manages major long-range planning initiatives, including the Comprehensive Plan, neighborhood plans, and redevelopment plans. Oversees

implementation efforts, including creation of and amendments to related ordinances and policies.

- Manages complex, high-profile, or sensitive planning projects.
- Coordinates alignment and integration across multiple concurrent projects and planning programs, within the department and across City departments.
- Manages interrelated projects and resolves competing priorities.
- Provides high-level expertise in interpretation and guidance on City codes, regulations, and planning practices.
- Monitors regulatory changes and leads evaluation of impacts on City planning activities. Maintains knowledge of current planning trends, legislation, and best practices.
- Oversees and coordinates development review processes to ensure efficiency, adherence to timelines, and consistent application of regulations.
- Collaborates with City departments on land use, transportation, and infrastructure planning to ensure alignment of City resources and efficient patterns of development.
- Coordinates staff work, agendas, and report preparation for boards, commissions, and committees.
- Provides expert guidance and professional staff support for board and commission meeting facilitation and decision-making processes.
- Coordinates collaboration among City departments, external agencies, developers, and community stakeholders.
- Leads or supports public engagement efforts for major planning initiatives.
- Represents the City in meetings, workshops, and public forums.
- Develops, implements, and refines standard operating procedures, workflows, and tracking systems to improve efficiency.
- Evaluates and recommends process improvements to enhance service delivery.
- Optimizes permitting software and utilizes emerging technologies to streamline internal operations.
- Ensures compliance with recordkeeping, reporting, and statutory requirements.
- Assists with program budgeting and resource planning.

- Coordinates consultant selection processes and oversees deliverables and timelines.

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**Other Job Functions**

- Participates in cross-departmental and citywide initiatives.
- Supports economic development and strategic City projects.
- Responds to complex, sensitive, and precedent-setting inquiries from elected officials and stakeholders.

**Requirements of Work**

**Education & Experience**

- Bachelor’s degree in Urban Planning or closely related field and 9 or more years of professional planning experience; OR
- Master’s degree in Urban Planning or closely related field and 6 or more years of experience.

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**Knowledge, Skills, and Abilities**

- Advanced knowledge of urban planning, zoning, and community development.
- Knowledge of Wisconsin statutes and municipal regulations related to planning and land use.
- Strong ability to coordinate team activities, manage workflows, and maintain effective pacing of work.
- Ability to effectively manage and prioritize multiple projects, tasks, and initiatives simultaneously while meeting required deadlines.
- Ability to coach, mentor, and provide technical guidance without direct supervisory authority.
- Strong project management and organizational skills.
- Ability to analyze complex issues and develop sound recommendations.
- Excellent communication, facilitation, and collaboration skills.
- Ability to build and maintain effective working relationships across departments and with external stakeholders.

- Proficiency with Microsoft Office, GIS, and related tools.
- Possess and maintain a valid driver's license.

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**Supplemental Information**

**Competencies**

- Communication
- Self-Directed/Autonomous
- Problem Solving
- Technical Skills
- Creative/Innovative