



THE CITY OF OKLAHOMA CITY
invites applications for the position of:

PROGRAM PLANNER

SALARY: \$64,748.88 - \$98,929.44 Annually

OPENING DATE: 05/11/18

CLOSING DATE: 06/10/18 11:59 PM

DEPARTMENT INFORMATION, JOB SUMMARY AND ESSENTIAL JOB FUNCTIONS:

NOTE: *The normal starting salary for this position is \$31.01/hr. A higher salary may be considered, dependent on the qualifications and experience of the selected applicant and/or the City's step placement policy.*

is job is located in the **Grants Management** Section of the Administration Division of the **Planning Department** with the City of Oklahoma City and is under the general direction of a Department or Division Head. Program Planner is a Technical Professional classification requiring the application of advanced technical and administrative skills in a specialized planning functional area. Program Planners coordinate projects, supervise specialized planning functions and prepare official documents or reports based on extensive, comprehensive research. **Essential job functions include:** performing numerous administrative and technical functions in support of the assigned job functions; assessing numerous variables, both abstract and concrete, to coordinate project efforts for long-range or current planning programs, requirements or proposals; providing staff with verbal and written administrative and technical instructions to promote the optimal efficiency of work projects; attending meetings and/or representing the City and Department as a participant on or advisor to various boards, commissions, official policymaking bodies, and citizens' groups to relate or promote the City's position in technical or administrative areas; and reviewing complex data, studying trends, collecting information, and preparing specialized reports or documents based on in-depth knowledge and research. Employees of this classification have frequent contact with City officials and staff, citizens' groups, and other professionals and may officially represent a Division Head in his/her absence. Work products are subject to review by conferences, staff reports, and observations concerning the status of projects.

VETERANS PREFERENCE

Honorably discharged veterans of the United States Armed Forces who are not currently employed full-time by the City of Oklahoma City shall receive five (5) points added to the passing score on an initial selection process. Qualified applicants must upload or submit a copy of their DD Form 214 indicating discharge type/character of service at the time of application.

JOB REQUIREMENTS:

- Knowledge of administrative, technical and management principles of the assigned function.
- Skill in coordinating planning functions for long-range or current requirements.
- Skill in supervising and/or coordinating work activities of subordinate staff.
- Skill in assessing a wide variety of information for operational feasibility.
- Skill in verbal and written communication using tact and diplomacy.
- Skill in relaying both technical and non-technical information effectively.
- Skill in preparing complex statistical and narrative reports.
- Skill in disseminating complex data before various officials, boards and citizen groups.
- Ability to make decisions or responses related to the assigned specialty.
- Ability to think logically.

- Willingness to assume responsibility for work products and decisions made.
- Possession of a valid driver license.

DEPARTMENTAL PREFERENCES:

- Master Degree in Urban Planning, Urban Design, Architecture, Landscape Architecture, Geography, or related field.
- Minimum of eight years' professional planning experience.
- Minimum of three years' experience supervising multiple staff and team dynamics.
- Proven experience working with federal grants programs, including Community Block Development Grants (CDBG).
- Proven experience using financial models, spreadsheets, and components of complex computerized systems.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**WORKING CONDITIONS**

- Primarily indoors in a climate-controlled environment.
- Outside occasionally; may be exposed to heat, cold, humidity, rain, etc.
- Occasionally required to work beyond normal working hours.
- Subject to frequent, local travel.
- Subject to occasional, out-of-town travel to attend meetings, seminars, etc.

NOTE: Typical City employee working hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. However, working hours vary (may require work to begin before 8:00 a.m. and/or end beyond 5:00 p.m., and/or may require work on weekends and holidays), and are subject to change, based on the duties and location of the position and the business needs of the assigned work unit/department.

PHYSICAL REQUIREMENTS

- Hearing and speech enough to communicate effectively by telephone or in-person.
- Near vision enough to read and draft written communications.
- Mobility enough to continuously move one's self from place to place when conducting field surveys.
- Far vision enough to accurately determine the condition of various transportation systems, traffic congestion, etc.

OTHER NOTES:

NOTE: City employees are required to receive pay electronically, either via direct deposit or pay card.

NOTE: Full-time employees on the interdepartmental lateral transfer/voluntary demotion list who are interested in this position must submit an application through the standard process.

NOTE TO FORMER EMPLOYEES: To participate in any selection process, former employees must be eligible for rehire. If you are unsure of your rehire status, please contact the Personnel Department at (405) 297-2530. If your rehire status has been coded "Not Eligible," "Eligible 3," or "Conditional," you will need to request a review of your retire status through the Personnel Department's Labor Relations Division.

NOTE: Upon a conditional offer and acceptance of employment, the City of Oklahoma City will conduct a background investigation/verification. Applicants will be provided contact information for any third-party reporting agencies used to collect background information in connection with conditional offers of employment.

NOTE: Applicants will be provided a copy of the City of Oklahoma City's Drug and Alcohol Testing Policy upon conditional offer and acceptance of the position and prior to being directed for a health screen/physical examination and drug test.

NOTE: Completion of the supplemental questions is required. Responses to supplemental questions must be supported by work history/information listed on the application/resume.

AN EQUAL OPPORTUNITY EMPLOYER

If you require reasonable accommodation at any time during the hiring process, please notify one of the Personnel Department Representatives.

Recruiter: DB

AN EQUAL OPPORTUNITY EMPLOYER

If you require reasonable accommodation at any time during the hiring process, please notify one of the Personnel Department Representatives.

APPLICATIONS MAY BE FILED ONLINE AT:
www.okc.gov

Position #201800309a
PROGRAM PLANNER

420 West Main Street
Suite 900
Oklahoma City, OK 73003
405.297.2576

careers@okc.gov

PROGRAM PLANNER Supplemental Questionnaire

- * 1. Can you perform the duties of this position as stated on the vacancy announcement with or without reasonable accommodation? NOTE: If you require a reasonable accommodation at any time during the hiring process or while employed with the City of Oklahoma City, please notify a Personnel Department Representative.
 - Yes
 - No
- * 2. Please indicate the type of driver license you currently possess.
 - I do not possess a valid driver license
 - Class A CDL
 - Class B CDL
 - Class C CDL
 - Valid Driver License (Operator)
- * 3. Please check all of the knowledge, skills, and demonstrated abilities you possess:
 - Knowledge of administrative, technical and management principles for this position.
 - Skill in coordinating planning functions for long-range or current requirements.
 - Skill in supervising and/or coordinating work activities of subordinate staff.
 - Skill in assessing a wide variety of information for operational feasibility.
 - Skill in verbal and written communication using tact and diplomacy.
 - Skill in relaying both technical and non-technical information effectively.
 - Skill in preparing complex statistical and narrative reports.
 - Skill in disseminating complex data before various officials, boards and citizen groups.
 - Ability to make decisions or responses related to the assigned specialty.
- * 4. If you have knowledge of administrative, technical and management principles required of this position, please describe this knowledge. Where and when did you gain this knowledge? If you do not have this knowledge, type in N/A.
- * 5. If you have skill in coordinating planning functions for long-range or current requirements, please describe this skill. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.
- * 6.

If you have skill in supervising and/or coordinating work activities of subordinate staff, please describe this skill. Where and when did you gain this skill and how have you applied this skill? If you do not have this skill, type in N/A.

- * 7. If you have skill in assessing a wide variety of information for operational feasibility, please describe this skill. Where and when did you gain this skill, and how have you applied this skill? If you do not this skill, type in N/A.
- * 8. If you have skill in verbal and written communication using tact and diplomacy, please describe this skill. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.
- * 9. If you have skill in relaying both technical and non-technical information effectively, please describe this skill. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.
- * 10. If you have skill in preparing complex statistical and narrative reports, please describe this skill. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.
- * 11. If you have skill in disseminating complex data before various officials, boards and citizen groups , please describe this skill. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.
- * 12. If you have the demonstrated ability to make decisions or responses related to planning, please describe this ability. Where and when did you gain this ability, and how have you applied this ability? If you do not have this ability, type in N/A.
- * 13. Please indicate the area of study for your Master's degree.
 - Urban Planning
 - Urban Design
 - Architecture
 - Landscape Architecture
 - Geography
 - Other related field
 - I do not have a master's degree
- * 14. If you indicated your Master's Degree is in "related field," please indicate the degree field and where you obtained it. If not applicable, type in N/A.
- * 15. Do you have a minimum of eight years' professional planning experience?
 - Yes
 - No
- * 16.

If you have a minimum of eight years' professional planning experience, please describe this experience including your duties and responsibilities. Where and when did you gain this experience? If you do not have this experience, type in N/A.

- * 17. Do you have a minimum of three years' experience supervising multiple staff and team dynamics?
 - Yes
 - No
- * 18. If you have a minimum of three years' experience supervising multiple staff and team dynamics, please describe this experience including your duties and responsibilities. Where and when did you gain this experience? If you do not have this experience, type in N/A.
- * 19. Please check all the experience you possess:
 - Experience working with federal grant programs.
 - Experience working with Community Development Block Grants (CDBG).
 - Experience using financial models.
 - Experience using spreadsheets.
 - Experience using complex computerized systems and their components.
- * 20. If you have experience working with federal grants, please describe this experience including your duties and responsibilities. Where and when did you gain this experience? If you do not have this experience, type in N/A.
- * 21. If you have experience working with Community Development Block Grants (CDBG), please describe this experience including your duties and responsibilities. Where and when did you gain this experience. If you do not have this experience, type NA.
- * 22. If you have experience using financial models, please describe this experience including your duties and responsibilities. Where and when did you gain this experience? If you do not have this experience, type in N/A.
- * 23. If you have experience using complex computerized systems and their components, please describe this experience including your duties and responsibilities. Where and when did you gain this experience? If you do not have this experience, type in N/A.
- * 24. Please rate your skill level in Microsoft Excel.
 - None. You have no training or experience.
 - Little. Basic training has been received. The only experience gained has been in a classroom and/or experimental scenarios, or as a trainee on the job.
 - Good. Repeated successful experiences with the program. Help may be required from time to time, but you can usually perform the skill independently.
 - Very Good. You can perform with this software without assistance. You are certainly recognized within your immediate organization as "the person to ask" when difficult questions arise regarding this program.
 - Expert. You can answer any question about the program and most any question related to the software.
- * Required Question