

ORDINANCE NO. 14-_____

Division of Urban and Long Range Planning Established

Be it Ordained by the City Council of the City of Huntsville, Alabama, as follows:

The Division of Urban and Long Range Planning is hereby established. The Division of Urban and Long Range Planning shall be under the general supervision and control of the Manager of Urban and Long Range Planning. The Manager of Urban and Long Range Planning shall be an officer of the City and shall have the responsibility for the day to day supervision of the Urban and Long Range Planning Division of the Planning Department. The Manager of Urban and Long Range Planning shall be appointed by the Mayor subject to the approval of the City Council as provided by law. The Manager of Urban and Long Range Planning shall hold office for the term of the Mayor making the appointment. The Manager of Urban and Long Range Planning shall be under the direct supervision and control of the Director of Planning. Generally, the Manager of Urban and Long Range Planning shall be available to councilmembers to respond to requests for information or questions related to matters under the general control of the Manager of Urban and Long Range Planning which are pertinent to the performance of a councilmember's duties.

Ordinance No. 90-152 of the City of Huntsville, Alabama, as amended adopting the Personnel Policies and Procedures Manual for the City of Huntsville (the "Personnel Manual"), shall not constitute an employment contract with the Manager of Urban and Long Range Planning, and the Manager of Urban and Long Range Planning shall not be governed by the provisions of the Personnel Manual except (1) where otherwise provided by law and (2) when enforcing the terms of the Personnel Manual in his or her capacity as a supervisor. At the direction of the Planning Director, the duties and responsibilities of a department head, as stated in the Personnel Manual, may be performed by the Manager of Urban and Long Range Planning. The duties of the Manager of Urban and Long Planning shall include by not be limited to the following:

Plans, organizes and directs the activities of the Urban and Long Range Planning Division; supervises and participates in the preparation of comprehensive reports based upon careful research and study of planning problems.

Plans, organizes and directs the activities of professional, technical and clerical personnel engaged in the compilation, analysis and interpretation of data affecting urban planning and development.

Serves as technical advisor to the planning commission on City planning and development matters; recommends projects and programs to be undertaken.

Serves as the Transportation Planning Coordinator for the Metropolitan Planning Organization.

Advises and cooperates with City officials in connection with new or contemplated capital improvements.

Maintains liaison with governmental agencies and officials in the metropolitan area.

Advises the public regarding long-range planning and/or land use regulations. Facilitates communication among interested individuals and groups with differing views on planning problems.

Serves as project supervisor for various urban and long range planning activities, projects, and plans. Manages consultant contracts.

Coordinates transportation planning activities as related to Federal Highway Administration urban area planning regulations, the 20-Year Highway Plan, the 5-Year Transportation Improvement Plan, the Planning Commission Major Street Plan, and the Huntsville Urban area transportation computer model; manages and administers transportation grants; serve as staff liaison to regional metropolitan transportation planning organization.

Directs and coordinates the implementation of the city's master plan, and the coordination of the public interests with the private sector in the development and enforcement of land development policies; coordinates with other departments in implementing the city's Recreation Plan and other plans, assists in the development of industrial parks and with companies seeking to relocate to the city; coordinates with Research Park Manager to develop the Research Park.

Directs the development and updating of land use zoning regulations for adoption by the City Council, preparation and revision of zoning ordinances, zoning maps, and subdivision regulations; directs implementation of land use zoning regulations which include the zoning ordinance, subdivision regulations, adopted land use plans, and other elements and policies of the City's comprehensive plan.

Consults with public works engineering staff, architects, contractors, and individuals regarding land development and site development.

Plans, organizes, and schedules reviews, and evaluates the work of clerical, para-professionals and professionals involved in preparation of studies, regulations, designs, plans and grant applications and other urban planning, long range planning and development related activities.

Makes oral and written presentations of strategies and recommendations to City Council, boards, commissions, public and private organizations; prepares various correspondence and reports regarding urban and long range planning issues and policies.

Prepares the annual budget for the division.

Performs related work as required.

Qualifications:

Master's degree in urban planning or a related field from a college or university accredited by a regional accrediting agency recognized by the U.S. Department of Education; and thorough experience in the field of urban planning, including considerable supervisory experience; or any equivalent combination of training and experience which provides the following:

Thorough knowledge of the current principles and practices of urban, long range and municipal city planning.

Thorough knowledge of laws and ordinances affecting community planning and development, and the principles and practices of public administration.

Thorough knowledge of the political, social and economic implications of planning.

Thorough knowledge of current literature and recent developments in the field of planning.

Thorough knowledge of phases of engineering, economics, sociology, and architecture, which apply to urban and long range planning.

Thorough knowledge of statistics and technical writing standards.

Ability to plan and supervise the work of clerical, para-professional and professional planning staff.

Ability to organize and administer the functions of a specialized or generalized planning division.

Ability to supervise the systematic compilation of technical and statistical information and to prepare highly complex technical reports.

Ability to prepare difficult planning studies and to formulate substantive recommendations for planning.

Ability express ideas effectively, orally, and in writing; ability to interpret planning and zoning laws and administrative rules to other governmental officials and the public.

Ability to establish and maintain effective working relationships with other employees and the public.

Adopted this the ____ day of _____, 2014.

President of the City Council of
the City of Huntsville, Alabama

Approved this the ____ day of _____, 2014.

Mayor of the City of
Huntsville, Alabama