



Charlotte's local government, with more than 7,000 employees and a \$2.39 billion budget, works hard to ensure that the community will be a winning city for everyone - a truly remarkable place to live, work, learn and play.

In working to put communities and citizens first, the City of Charlotte's Department of Planning, Design, and Development is committed to creating great places. The Department of Planning, Design, and Development is chiefly responsible for collaborating with community partners, guiding growth, sustaining the natural environment while also designing vibrant and inclusive avenues for citizen enjoyment.

Function:

Professional

Job Title:

Senior Project Manager (Long Range Planning and Project Management)

Summary:

This is an advanced mid-level project management position responsible for leading planning teams and managing planning processes/projects, particularly related to the Implementation section of the Charlotte Future 2040 Comprehensive Plan. The position will work with the Community Planning Program Manager to manage the complex planning and policy development processes that implement and update the City's Comprehensive Plan.

Major Duties and Responsibilities:

- Lead interdisciplinary and interjurisdictional teams focused on implementing policies, projects and programs within the Comprehensive Plan.
- Work with GIS team, City Innovation and Technology and other City departments to develop a method to display, track and monitor implementation measures.
- Coordinate strategy to prepare a prioritization and scoring process for the City's Capital Improvement Program that is consistent with the Charlotte 2040 Comprehensive Plan Lead development and production of an annual report to share progress of the implementation actions within the Comprehensive Plan.
- Partner with staff in other city departments to lead development, budgeting and infrastructure planning activities in priority geographic areas.
- Engage with local stakeholders on City-led projects and other Comprehensive Plan implementation efforts.

- Participate in the development of new techniques, programs and long-range strategic plans and work with management in the analysis of Comprehensive Plan's vision and goals.
- Assist with management of updates and amendments to the City's Comprehensive Plan.
- Monitor projects to ensure compliance with adopted policy and pursue remedies for non-compliance.
- Provide constructive feedback on City processes and procedures that impact the goals of the Comprehensive Plan.
- Respond to request for information in a timely manner, prepare reports to elected and appointed bodies and their committees and make presentations as needed.
- Other responsibilities as needed.
- Must be able to work some evening and weekend hours, as required

Knowledge, Skills & Abilities:

- Thorough knowledge of planning and development as well as plan implementation principles and practices;
- Good understanding of, and ability to integrate, a range of concerns and disciplines into planning and regulatory projects and engagement activities;
- Ability to develop internal and external engagement and outreach plans and strategies
- Ability to relate and work effectively with people from diverse cultural, economic and ethnic backgrounds.
- Ability to establish and maintain effective working relationships with associates, civic, community and business groups and the general public;
- A track record of managing multi-disciplinary teams for various City departments
- Creative problem-solving;
- Prioritize and manage multiple tasks;
- Work independently, be flexible and self-directed;
- Project coordination and management;
- Excellent written and oral communication skills;
- Ability to communicate effectively and express complex ideas succinctly
- Comfort with social media and web updates (support provided), Microsoft Office Suite and Adobe Acrobat
- Excellent public speaking and writing skills, along with computer skills for accomplishing administrative tasks as well as for graphics, mapping, design, research, analysis, presentations and other planning work; and
- Must have excellent project management and organization skills.
- Experience in facilitating diverse groups of people and incorporating their voices into the planning process.

Preferred Qualifications:

- Master's degree in urban planning or related field with seven (7) years of thorough professional planning experience.
- AICP or other certifications (AIA, GISP, LEED, PE, etc.).
- Proficiency in Microsoft Office Suite and Adobe Creative Suite, ability to use ArcGIS 10.2 and familiarity with the geodatabase model.

Minimum Qualifications:

- Requires a Bachelor's degree in urban planning or related field with seven (7) years of thorough professional planning experience.

Salary:

- \$ 77,605 to \$94,868 Commensurate with Experience

General Information:

- The City of Charlotte provides a comprehensive benefits package to all employees. Click [here](#) to learn more about the City of Charlotte's benefits
- The City of Charlotte is a drug and alcohol-free workplace

How to Apply:

Apply online - <http://ow.ly/YBB850CCbtm>.

If you need assistance completing your online application, you are welcome to visit the City of Charlotte Human Resources Department lobby where we have workstations available.

Our office is located at 700 East 4th Street, Suite 200, Charlotte, NC 28202. Our hours are Monday through Friday, 8 a.m. to 5 p.m. (EST), excluding official City holidays. Anyone seeking an accommodation to apply for a job may call (704) 336-2285 for assistance or you may email questions to CityHrJobPostingsNotify@ci.charlotte.nc.us.

Conditions of Employment:

The City's Background Check Policy requires background checks to be conducted on final internal or external candidate(s) applying for any position with the City of Charlotte. The type of information that will be collected as part of a background check includes, but is not limited to: reference checks, social security verification, education verification, criminal conviction record check, and, if applicable, a credit history check, sex offender registry and motor vehicle records check.

Background checks must be in compliance with all federal and state statutes, such as the Fair Credit Reporting Act (FCRA). The checks must be consistent with the

guidelines set forth by these laws requiring organizations to obtain a candidate's written authorization before obtaining a criminal background report, motor vehicle records check or credit report; and to properly store and dispose of information derived from such reports.

Final candidates must pass a pre-employment drug-screening test and physical examination. During the selection process, candidates may be asked to take a skills test, and/or participate in other assessments. The City of Charlotte is an Equal Opportunity Employer.