



CITY OF ANN ARBOR, MICHIGAN  
POSITION DESCRIPTION

## DDA Planning Specialist

<b>Job Code:</b> 403940	
<b>Service Area:</b> Downtown Development Authority	
<b>Service Unit:</b> Downtown Development Authority	
<b>Salary Grade (Non-Union):</b> 7	<b>Pay Scale (Union):</b> N/A <b>CP:</b> No
<b>Exemption Status:</b> Exempt	
<b>Accountable To:</b> DDA Capital Projects & Planning Manager	
<b>Union/Non-Union:</b> Non-Union	
<b>Union Name:</b> N/A	
<b>Essential Driver:</b> No	
<b>Telecommuting Eligible:</b> Hybrid	
<b>Responsible for supervising the following positions:</b> DDA Planning Temp 2 – Transportation and Capital Projects	
<b>Description Prepared By</b> Shelby Mistor/Amber Miller 6/08/2022 HR Review – AW, HRSP 6/30/2022 Reviewed by External Compensation Consultant-Mark Nottley 6/28/2022 Updated by M. Thomson; HR Review – SS, CL, DB 5/17/2023	

**Date Position Description Finalized**

5/19/2023

**Role Summary**

This position supports the planning and capital project work of the DDA, working to improve the downtown experience and meet the DDA's mission. This individual performs a variety of complex professional planning and project management tasks.

It is the responsibility of the DDA Planning Specialist to research new best practices, technologies, ordinances, and regulations that apply to tasks; make recommendations, prepare and present oral, written, and graphic presentations to DDA committees, and the general public; assist in identifying need, coordinating stakeholders and outreach, finding and implementing solutions, and measuring impact.

**Duties**

Duties are performed under the direct supervision of the The DDA Capital Projects & Planning Manager, or designee and may include the following:

Essential Duties

- Conducts DDA site plan review and coordinates with City Planning, Engineering, Systems Planning, Solid Waste and others.
- Uses professional training to interpret standards and apply independent judgement when conducting site plan reviews.
- Effectively communicates complex concepts and works cooperatively with various entities in and outside of City Government, including the Downtown Street Design Team, a coordination group consisting of City Department Managers and DDA Capital Projects Manager.
- Coordinates and supervises the work of graduate level research and planning interns.
- Supervises DDA Planning Temp 2 – Transportation and Capital Projects as needed
- Provides project management.
- Conducts complex analysis and data interpretation, including oversight of the annual State of the Downtown Report and implementing new or revised programs and policies (as assigned).
- Responsible for providing professional-level support to the DDA Capital Projects Manager in a variety of areas; appraises DDA Capital Project Manager of progress and identifies and responds to issues with unit, service area, and city-wide impact.
- Supports and participates in major infrastructure and planning activities and programs of the DDA.
- Supports implementation of complex and politically sensitive capital improvements and planning programs.
- Assists in short term and long-term planning, development, and implementation projects.
- Maintains DDA GIS data and coordinates with City IT and GIS staff to ensure DDA staff have access to necessary records and information.
- Supports the creation of standards and specifications through the Downtown Street Design Manual.
- Plans and leads meetings with internal and external stakeholders.

### Related Work

- Supports the development and administration of capital and operating budgets; supports the forecast of additional funds needed for staffing, equipment, materials, and supplies; supports the monitoring of and approval of expenditures.
- Supports the DDA Capital Improvements Committee and DDA Board. Including supporting development content, reports, and presentations. This requires summarizing complex information to ensure committee members are informed and equipped to make recommendations to Board.
- Prepares, coordinates and/or supervises the preparation of plans, special studies, or reports related to the responsibilities assigned.
- Acts as a technical advisor to other personnel in solving assignments and in reviewing objectives, techniques of execution, and resultant findings.
- Serves as a resource to other Units and Service Areas within the City in regards to the DDA.
- Oversees the downtown bike parking system, managing procurement, installation, and development of a maintenance plan.
- Researches policy related to DDA planning, capital projects, and Right-of-Way (ROW) work including non-motorized transportation, public art, grants, and maintenance.
- Supports the development of materials for public information and education as part of outreach and education.
- Supports public engagement for capital improvements and planning related projects.
- Supports planning and capital project benchmarking, including proper tracking and project impact analysis.
- Stays abreast of new trends and innovations in the field of urban planning, design, transportation, and other types of public services as they relate to the area of the assignment; researches emerging products and enhancements and their applicability to needs.
- Makes presentations as needed.
- Conducts site inspections.
- Addresses complaints from residents and others.
- Speaks at various commission and public meetings.
- Performs other related duties as assigned.

### **Knowledge of:** (position requirements at entry)

- Principles and practices of urban planning and placemaking
- Land use, infrastructure, transportation, and economic development principles as applied to urban planning
- Non-motorized and alternative transportation systems
- Pertinent federal, state, county and city laws, codes, ordinances, standards and regulations pertaining to planning and development – particularly in the downtown area.
- Simple budget preparation and management practices in a municipal setting
- Data analysis and research skills
- Computers and software applications used in business settings (e.g. word processing, e-mail, spreadsheets, graphics, and data bases) as well as more advanced software applications used in design and analysis (adobe design suite and ArcGIS)
- Customer service principles

**Skills and Ability to:**(position requirements at entry)

- Manage small to large projects with minimal supervision
- Set priorities, coordinate multiple projects and meet critical deadlines
- Take initiative to develop innovative solutions to meet DDA goals
- Actively listen and constructively provide input
- Effectively communicate through oral and written communication.
- Apply appropriate policies, regulations, and procedures.
- Ability to work with diverse individuals and organizations while developing and achieving common goals
- Research professional or technical information
- Conduct complex planning research projects, evaluate alternatives, make sound recommendations and prepare effective technical staff reports
- Organize information and materials in effective written, verbal, and graphic presentations
- Make clear and compelling presentations to various boards, commissions, community groups, trade groups, developers and the general public
- Plan, organize and facilitate public planning meetings
- Set priorities, coordinate multiple projects, and meet critical deadlines
- Independently perform technical and professional research, evaluate alternatives and make sound recommendations and present the results in a clear and concise manner

**Equipment**

Computer, Microsoft Office applications and other miscellaneous office equipment.

**Education, Training and Experience** (position requirements at entry)Required:

- Bachelor's degree from an accredited college or university with major coursework in Urban Planning, Engineering, Landscape Architecture or a closely related field
- At least 4 years of progressively responsible planning, planning-related, or project management experience
- The City of Ann Arbor, at its discretion, may consider an alternative combination of formal education and work experience

Preferred:

- Master's Degree from an accredited college or university with major coursework in Urban Planning, Landscape Architecture or a closely related field
- At least 1 year of supervisory experience
- AICP certification

**Licensing Requirements** (position requirements at entry)

N/A

**Physical Requirements**

Positions in this class typically require: reaching, lifting, grasping and repetitive motions.

Individual must be able to either hear, talk, or see.

Move and lift light objects less than 20 lbs. such as mail, files, and supplies. Operating office equipment requiring continuous or repetitive hand/arm movements. The ability to remain in a sitting position for extended periods of time.

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