

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Planning and Programming Executive

CLASS CODE: 4318

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification are responsible for overseeing the planning, direction and implementation of Citywide Capital Improvement and Public Works initiatives.

DISTINGUISHING CHARACTERISTICS:

This is an advanced-level managerial classification in the Administrative Engineering Series – General Engineering Management Group job family within the City of St. Louis. Incumbents within this classification perform complex duties with a variety of related tasks. A distinguishing characteristic of this classification includes reporting directly to the President of Board of Public Service. The Incumbent performs a variety of complex duties associated with the overall long-term planning, direction and implementation of Citywide Capital Improvement and Public Works initiatives. The incumbent will be delegated the authority to integrate and coordinate the functions of Planning and Programming, Design and Construction as well as manage and administers all quality control activities within the Board of Public Service including Design, Construction, Facilities Management and Equipment Services Divisions.

Incumbents work under administrative direction. They are free to plan, direct and organize all phases of work necessary for its completion within broad program guidance. Incumbents generally report to an executive level administrative official.

This is an individual contributor class, meaning the incumbent is responsible for his/her own work including output, quality and timeliness. Incumbents may, however, explain work processes and train others in the same or similar job title. The individual contributors serve as a resource or guide by advising others on how to use processes within a system or as the leader of a collaborative problem-solving team.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Continually assesses overall development needs of the City via the conduct and direction of surveys, studies and bridge inspections (in-house and/or by consultants) to determine repair scope and necessary costs to bring infrastructure to satisfactory conditions. Prepare resulting study-related reports or supervise the preparation of such reports detailing findings for presentation to the Mayor and President.

Devises an overall development plan for public facilities and infrastructure rehabilitation for the city that bears federal, state, local and capital resources in order to assess necessary financial commitments for project completion. Responsible for the preparation of yearly grant applications for ISTEA program funding, for example, for submission to federal, state and local agencies and officials. Upon project and funding approval, coordinate or oversee the coordination of associated project management and implementation activities within the Design and Construction branches of BPS.

Offers feedback in Capital Committee meetings, and oversee coordination of capital projects and capital spending that affect public facility and infrastructure projects relating to the City's overall development plan. The incumbent is responsible for ensuring the movement of capital projects from one phase to another and the management and coordination of such projects into the overall development plan for the City.

Identifies and monitors the receipt of available federal, state and local funding for city projects. Following detailed analysis, ensure approval and compliance with regulations, codes (historic preservation and other development guidelines) established by the City and related agencies prior to project commencement.

Writes responses to grant proposals, and plans, directs and monitors the use of matching funds including authorization of changes in allocations and alteration of design and construction schedules to comply with funding guidelines.

Develops a method for monitoring project spending, and determine appropriate policies for reducing cost overruns via supervision of the creation and use of an automated project tracking system, for example. Under his/her supervision, monitor and review each schedule, and publish monthly reports along with recommendations for corrective action for the Mayor's and President's review.

Controls and coordinates future City of St. Louis planning activities with public and private organizations (such as DOT, East-West Gateway Coordinating Council, SLDC, Forest Park Forever, Federal Highway Administration, RCGA, Civic Progress, neighborhood organizations, the Board of Aldermen and local utility companies) to ensure compliance with codes, ordinances, regulations, etc. surrounding development issues. In the event of non-compliance, initiate corrective measures via proper City agencies.

Develops a comprehensive quality control process including the development of a system for periodic quality control checks of day-to-day operating procedures and personnel activity within all BPS operating divisions and sections. Activities may include the supervision of internal audits conducted by the Comptroller and the preparation of related audit responses.

Serves as primary contact for all contracting audits performed by federal, state and local agencies. Also, coordinate the activities of staff or outside contractors who conduct internal investigations of personnel matters, budget conditions, office policies and procedures, vehicle and fuel utilization, maintenance activities, etc.

Develops and directs program leaders toward the establishment and implementation of appropriate goals and action plans to ensure achievement of operational goals.

Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform upper-level data analysis including the ability to coordinate, strategize, systemize and correlate while determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

Human Interaction:

Must have the ability to encourage large groups of people including mid-to upper-level managers, and oversee the execution of departmental visions through public and private individuals. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations. Oral and written communications, public speaking, proven leadership ability and the art of persuasion are key skills.

Equipment, Machinery Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as motor vehicle, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer, and photocopier and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as master plans, construction drawings, specifications, environmental statements, billing statements, budgets, employee leave requests, personnel policies, performance evaluations, financial statements, meeting agendas, ordinances, statues, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; perform mathematical operations involving algebra geometry and trigonometry.

Functional Reasoning:

Requires the ability to apply principles of logical or syntheses functions involving planning and directing of interrelated activities or multiple departments. Ability to deal with several concrete and abstract variables in working out approaches to major problems.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as odors, fumes, temperature and noise extremes, electric currents and toxic/poisonous agents.

Physical Requirements:

Requires the ability to stoop, bend and climb stairs to inspect buildings.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks. Incumbents are required to recognize and identify colors and textures used in construction, sounds to determine good design for sound insulation and odors to detect danger from hazardous/flammable materials.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.