



Career Service Authority

Associate City Planner

Page 1 of 5

GENERAL STATEMENT OF CLASS DUTIES

Performs professional planning work including participating and assisting in developing planning projects, goals, and guidelines and conducts planning studies and research in a variety of social, economic, and physical areas.

DISTINGUISHING CHARACTERISTICS

This class performs professional planning work. This class is distinguished from the Senior City Planner that performs specialized, professional level planning work including serving as a technical expert and project coordinator offering advice and direction to other planning, development, and design staff, city officials, and the public. The Associate City Planner is distinguished from the Principal City Planner that performs advanced, specialized professional level planning work including developing the vision for city growth, land use, design, infrastructure development, and preservation, promotes the best use of the city's land and resources for residential, commercial, institutional, and recreational purposes, and serves as a program leader in a functional planning area.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

No supervisory duties.

ESSENTIAL DUTIES

Assists with long-range and project specific planning projects and multi-agency/multi-jurisdictional planning efforts by recommending changes and/or modifying plans, policies, goals, guidelines, and project specifications and ensures plans are consistent with the comprehensive plan, other specialized city plans, city planning principles, zoning code regulations, and other relevant factors.

Conducts studies and planning research in areas such as transportation, historical preservation, land use, environmental factors, and residential, commercial, and industrial areas as part of the maintenance of the comprehensive plan, other specialized city plans, and/or the preparation of district/neighborhood plans, compiles and analyzes data to determine existing conditions and to isolate trends, and prepares reports and/or recommendations.

Conducts research on a variety of planning problems and issues such as land use, growth management, and transportation, compiles data from land use maps, population, employment, and traffic studies, and other special surveys related to social, physical, and economic factors, analyzes technical and statistical information, formulates recommendations, and prepares reports.

Prepares a variety of visual materials including advanced graphics, maps, and charts to synthesize and communicate technical and complex information to a variety of internal and external audiences.

Advises planning committees, neighborhood groups, City Council, and other stakeholders on planning issues, procedures, processes, historical preservation procedures, zoning/rezoning issues, ordinance changes, and environmental regulations and requirements.

Assists in working with technical and citizen advisory committees to develop plans, projects, and policies.

Performs other related duties as assigned.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Public Planning – Knowledge of functions, principles, methods, and techniques of public planning including community planning, outdoor recreation planning, and natural resource management such as demand forecasting, environmental impact analysis, financial forecasting, land use planning, and zoning

Transportation – Knowledge of principles and methods for moving people and goods by air, rail, and/or road including costs and limits.

Land Use and Development – Knowledge of the principles and tools relevant to land use planning, development, regulations, and permitting.

External Awareness – Identifies and understands economic, political, and social trends that affect a program/project.

Reading – Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Writing – Recognizes and uses correct English grammar, punctuation, and spelling, communicates information in a succinct and organized manner, and produces written information which may include technical material that is appropriate for the intended audience.

Interpersonal Skills – Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

Oral Communication – Expresses information to individuals or groups effectively taking into account the audience and nature of the information, makes clear and convincing oral presentations, listens to others, attends to nonverbal cues, and responds appropriately.

Problem Solving – Identifies problems, determines accuracy and relevance of information, and uses sound judgment to generate and evaluate alternatives and to make recommendations.

Planning and Evaluating – Organizes work, sets priorities, determines resource requirements, determines short or long-term goals and strategies to achieve them, coordinates with other organizations or parts of an organization, monitors progress, and evaluates outcomes.

Decision Making – Makes sound, well-informed, and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish program goals, and causes change.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Diversity – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

Customer Service – Works with customers to assess needs, provide assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

Creative Thinking – Uses imagination to develop new insights into situations, applies innovative solutions to problems, and designs new methods where established method and procedures are inapplicable or are unavailable.

Technical Competence – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

Conflict Management – Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

Organizational Awareness – Knows the organization's mission and function and how its social, political, and technological systems work and operates effectively with them including the program, policies, procedures, rules and regulation of the organization.

Integrity/Honesty – Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Flexibility – Is open to change and new information, adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles, and effectively deals with ambiguity.

Information Management – Identifies a need for and knows where or how to gather information and organizes and maintains information or information management systems.

Mathematical Reasoning – Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

Technology Application – Uses machines, tools, instruments, and/or equipment effectively and uses computer applications to analyze and communicate information in the appropriate format.

Physical Demands:

Sitting: remaining in the normal seated position.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Near acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Accommodation: ability to adjust vision to bring objects into focus.

Working Environment:

Subject to many interruptions.

Pressure due to multiple calls and inquiries.

Subject to long irregular hours.

Education Requirement:

Baccalaureate Degree in City or Regional Planning, Architecture, Landscape Architecture, or a directly related degree.

Experience Requirement:

One year professional city or regional planning experience or one year of experience creating, drawing, and rendering urban design plans and concepts.

Education/Experience Equivalency:

A Master's Degree in City or Regional Planning, Architecture, Landscape Architecture, or a directly related degree may be substituted for the experience requirement.

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure and/or Certification:

Possession of a valid driver's license at the time of application.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 12/16/2005

REVISED BY: Patricia Anderson

CLASS HISTORY The Associate City Planner class has been revised and updated to more accurately reflect the duties performed. The minimum education requirement has been changed from requiring a Masters Degree to requiring a Baccalaureate Degree.