



Office of Human Resources
City Planner Senior - CE0429
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General Statement of Duties

Performs full performance level, professional planning work serving as a technical expert, project coordinator, and offers advice and direction to other planning, design, and development staff, and city officials and the public.

Distinguishing Characteristics

The City Planner is a seven (7) level classification series. Incumbents in these classes are responsible for developing planning projects, goals, and guidelines, conducting planning studies, and research in a variety of social, economic, and physical areas with increasing responsibility and decision making at each level within the series:

- City Planner Staff
- City Planner Associate
- City Planner Senior
- City Planner Principal
- City Planner Supervisor
- Manager City Planning
- Director City Planning

These classes are distinguished from the Airport Planning class series by the specialization of education and experience required for airport planning.

Essential Duties

Coordinates complex planning projects and multi-agency/multi-jurisdictional planning efforts, develops long-range and short-term plans, programs, goals, and policies involving city and region-wide planning initiatives, public transportation systems, economic development, environmental stewardship, housing, infrastructure development, and land use, and translates planning goals and policies into regulatory systems (zoning code, rules, regulations, permitting) and capital improvement systems.

Participates in the development and maintenance of the comprehensive plan and other specialized city plans and ensures planning programs and projects are consistent with city planning principles and criteria, applicable regulations, and other relevant factors.

Plans are determined for planning studies and projects. Develops the scope of work for projects including preparing a planning assessment, environmental research and assessment, historical preservation factors, zoning policy and regulations, the public involvement process, data analysis functions, timelines, and budget.

Serves as the technical consultant and advisor for official planning committees, citizen groups, City Council, and other stakeholders related to planning policies and standards, issues, processes, procedures, zoning issues, ordinance changes, and environmental regulations and requirements.

Facilitates meetings and presentations to bring together interested stakeholders to discuss proposed planning initiatives, assess obstacles, evaluate opposing views and interests, and determine areas of support.

Designs and conducts research to collect and assemble original data from land use maps, plans, reports, and surveys and uses data to define issues, assess trends, make recommendations, and identify relationships among disparate data, questions, and positions.

By position, coordinates the work of consultants, contractors, and other employees assigned to specific projects.

By position, participates in the formation of capital improvement programs and design review of projects to ensure program scope, planning criteria, and standards are met while coordinating specifics with stakeholders and government agencies providing planning approval.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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.

Competencies

Decision Making - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative to make a determination, draw conclusions, or solve a problem.

Influencing/Negotiating - Persuades others to accept recommendations, cooperate, or change their behavior; works with others towards an agreement; negotiates to find mutually acceptable solutions.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

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.

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

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

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

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.

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

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

Level of Supervision Exercised

None

Education Requirement

Bachelor's Degree in City or Regional Planning, Architecture, Landscape Architecture, Historic Preservation, Engineering, or a related degree.

Experience Requirement

Five (5) years of professional planning experience.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Subject to: many interruptions.

Subject to: pressure from multiple calls and inquiries.

Subject to: long irregular hours.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide, and specific positions will vary based on working conditions, locations, and agency/department needs.):

Accommodation: Ability to bring objects into focus.

Depth Perception: Ability to judge distances and space relationships.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Reaching: Extending the hands and arms or other device in any direction.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Background Check Requirement

Criminal Check

Education Check

Employment Verification

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-11

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: