



Office of Human Resources
City Planner Associate - CE0371
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General Statement of Duties

Performs intermediate-level 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

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

Assists with long-range and short-term planning projects and multi-agency/multi-jurisdictional planning efforts by recommending changes and modifying plans, policies, goals, guidelines, and project specifications and ensures programs 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, historic preservation, land use, environmental factors, residential, commercial, and industrial sectors as part of the maintenance of the comprehensive plan, other specialized city plans, and the preparation of district/neighborhood plans, compiles and analyzes data to determine existing conditions and to isolate trends and prepares reports and 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 specialized 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 issues, ordinance changes, and environmental regulations and requirements.

Assists with technical aspects within projects, and serves on citizen advisory committees to develop plans, projects, and policies.

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

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; considering 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.

Project Management – Applies principles, methods, or tools for developing, scheduling, coordinating, monitoring, evaluating, and managing projects and resources including technical performance.

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 field.

Experience Requirement

Three (3) years of entry-level professional planning experience which includes participating and assisting in developing planning projects, goals, and guidelines and conducting planning studies and research in a variety of social, economic, and physical areas.

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-09

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date: 3/14/2022

Revised By: AD

Class History: 3/14/2022 – added verbiage to the minimum experience requirement to make it clearer of the type and level of experience that would qualify.