# Office of Human Resources

City Planner Associate – CE0371

## 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.

## Guidelines, Difficulty, and Decision-Making Level

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

## Level of Supervision Received & Quality Review

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

## Interpersonal Communication & Purpose

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

## Level of Supervision Exercised

None
**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.

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**

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.

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 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.):

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.
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

**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: E-812  
FLSA Code: Y  
Management Level: 10  
Established Date: 9/21/2018  
Established By: Lori Schumann  
Revised Date: 2019  
Revised By: Blair Malloy and Alena Duran  
Class History: 02/24/2019 – revised entire class spec and changed pay grade.