



Office of Human Resources  
City Planner Principal - CE2159  
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### General Statement of Duties

Performs specialized, professional planning work developing the vision for city growth, land use, design, infrastructure development, preservation, and 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.

### 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.

### Level of Supervision Exercised

By position, supervises planning professionals and staff.

### Essential Duties

Guides, reviews, and evaluates planning initiatives for complex and multifaceted development projects that are germane to the city or region, give advice and direction, and recommends modifications to plans and projects, and provides alternative solutions.

Provides strategic planning advice on long-range and short-term planning initiatives; develops policy and strategic alternatives regarding planning goals and makes recommendations on highly visible or sensitive issues to planning staff, city officials, boards, commissions, the public, and other stakeholders.

Directs the development of a comprehensive plan, specific city plans, and the development and implementation of planning standards and criteria, and develops City policy for the development, growth, land use, transportation, natural resources, housing, and utilization of resources.

Serves as a technical advisor and consultant to commissions, City officials, and other stakeholders on City goals, priorities, and regulations in the areas of land use, natural resources, conservation, municipal infrastructure, transportation, and the quality and livability of the City

Performs complex research and analysis on planning, design, and development issues; solicits information from the community to establish priorities, determine problems and develops proposals, and responds to community concerns by providing information and explaining the City's role in addressing issues.

Keeps informed of new regulations, pending legislation, and planning trends that may impact City projects, policies, and processes.

Coordinates effort to bring stakeholders together who have opposing views and interests to complete planning projects successfully.

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**

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

**External Awareness** – Identifies and understands economic, political, and social trends that affect the organization.

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

**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.

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

**Strategic Thinking** – Formulates objectives and priorities and implements plans consistent with the long-term interests of the organization in a global environment. Capitalizes on opportunities and manages risks.

**Working with People** - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles the conflict.

### **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 degree.

### **Experience Requirement**

Six (6) 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-816**

**FLSA Code: Y**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**