General Statement of Duties

Performs supervisory work over staff involved in promoting the orderly growth, development, and improvement of the city through development review, land use planning and regulations, transportation/infrastructure planning, and the implementation of housing policies and programs.

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 in the form of stated objectives for the section, unit, function, or project.

Work assignment is generally unstructured, and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit, or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability, and problem-solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs, or projects in various stages of completion.

Level of Supervision Received & Quality Review

Under managerial direction, the employee has personal accountability for carrying out the work objectives of an organizational unit or section within the scope of established guidelines and the mission of the agency or department. Employee is expected to resolve problems that arise in the normal course of the work. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

Interpersonal Communication & Purpose

Contacts are of a non-prescribed nature involving the negotiation and resolution of problems and where exceptional degrees of discretion, judgment, and specialized knowledge are required in carrying out the programs and policies of an organization.

Level of Supervision Exercised

Supervises two or more professional planning employees and may include other professional employees.
### Essential Duties

Directs and evaluates the work of professional staff, provides technical expertise to staff and establishes work programs and project objectives.

Develops long-range and short-term initiatives and resolves operational problems in administering a functional area such as the coordination with other programs, sections, or organizations.

Recommends, develops, evaluates, and modifies complex city, local, state, and federal projects, policies, operating procedures, plans, programs, and regulations.

Establishes and maintains linkages with various city, local, state, and federal agencies, community groups, and the public to address complaints or inquiries regarding requirements, policies, or procedures.

Reviews and relays organizational or regulatory directives that affect a functional area.

Develops or modifies work plans, methods, and procedures and determines work priorities.

Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determine standards for problem resolution.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Responds to formal and informal employee grievances and prepares written response.

Documents cause for disciplinary action and initiate letters of reprimand and formal recommendations for disciplinary action.

Provides work instruction and assists employees with difficult and unusual assignments.

Assists in the development of the departmental budget.

By position, administers the overall financial operations of federally and locally funded project budgets, maintains on-going finance function(s), and investigates sources of project funding,

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

**Delivering Results** - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

**Influencing** - Collaborates with, persuades, and influences others.

**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; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

### Knowledge & Skills

Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.

### Education Requirement

Bachelor’s Degree in City or Regional Planning, Architecture, Landscape Architecture, Engineering, Public Administration, or a related degree.

### Experience Requirement

Seven (7) 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

Pressure due to multiple calls and inquiries.  
Subject to many interruptions.  
Subject to varying and unpredictable situations.

### 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.
- **Handling:** seizing, holding, grasping, or otherwise working with hand(s).
- **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.
- **Repetitive motions:** making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through using two or more.
Near Acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distances and space relationships.
Field of Vision: ability to see peripherally.
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

Professional Supervisor

### Probation Period

Six (6) months.

### Class Detail

- Pay Grade: E-817
- FLSA Code: Y
- Management Level: 7
- Established Date: 9/21/2018
- Established By: Lori Schumann
- Revised Date: 02/24/2019
- Revised By: Alena Duran and Blair Malloy

Class History: 02/24/2019 – revised entire class spec and changed pay grade. Changed title of classification.