

CITY PLANNER

General Statement of Duties and Responsibilities

Under varying degrees of supervision or direction, with varying degrees of latitude for independent judgment, difficulty and responsibility, performs and/or supervises research and analysis activities in the field of city planning; all personnel perform related professional work. There are four assignment levels in this class of positions. The following are typical assignments within each level.

Assignment Level I

Under supervision, with some latitude for independent judgment, organizes and/or performs research and analysis activities in the field of city planning such as the following:

Examples of Typical Tasks

Reviews housing, transportation, environmental, land use and other planning proposals to ensure compliance with governmental regulations and policies.

Defines information needs and sources; maintains an organized data base/network of City functions, local area conditions and needs for policy studies, community plans, land use, and budget proposal reviews; uses computers to analyze data and prepare reports; makes recommendations.

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CITY PLANNER (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Meets with applicants, consultants, community groups, agency staff and others to present the objective, techniques and implications of city planning and to evaluate and resolve planning and technical issues.

Develops and carries out planning projects and work programs, maintains work schedules, coordinates intra and interagency activities, and recommends appropriate actions.

Organizes and conducts planning studies in order to identify issues and solve problems; prepares diagrams, drawings and graphics.

Assignment Level II

Under supervision, with wide latitude for independent judgment, develops and analyzes data on city planning issues. In addition to performing tasks described in Assignment Level I, performs tasks such as the following:

Examples of Typical Tasks

Conducts substantive reviews of land use and budget proposals and formulates recommendations for Commission action based on established criteria. Prepares briefing materials for complex land use, budget proposals and other plans and studies for presentation to the Commission.

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CITY PLANNER (continued)

Assignment Level II (continued)

Examples of Typical Tasks (continued)

Develops working guides, criteria or standards for estimating the adequacy of major planning projects; develops specialized analytical, statistical or other techniques for the solution of specific problems.

Develops an organized data base/network and coordinates dissemination of information among planning participants; accesses data in automated information systems and incorporates it into planning studies.

Coordinates and monitors projects by developing work schedules, guiding team members and reviewing quality and timeliness of work.

Determines courses of action to resolve community problems and needs and proposes alternate solutions to the agency management and the community.

Assignment Level III

Under direction, with latitude for independent initiative and judgment, performs difficult and responsible work in city planning such as the following:

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CITY PLANNER (continued)

Assignment Level III (continued)

Examples of Typical Tasks

Performs specialized research and analysis related to functional or community planning; directly utilizes all automated research and analysis tools to conduct assigned studies.

Formulates and coordinates implementation of work program in area of assigned responsibility.

Develops new policies and procedures to assist management in the institution of new planning management systems.

Designs and supervises administration of appropriate forms of data collection.

Identifies and recommends city planning policies which require special study; develops alternative solutions to city planning problems; evaluates and recommends solutions.

Addresses private and public groups, explaining the objectives, techniques and implications of government policies or plans.

Supervises subordinate staff as required.

CITY PLANNER (continued)

Assignment Level IV

Under general direction, supervises and coordinates assigned staff. In addition to performing tasks described above, serves as administrative technical expert to executive staff. Provides expert counsel to top-level agency managers on a wide variety of community and functional planning issues which require highly specialized technical knowledge and authoritative interpretation of policies, legislation, regulations and standards as applied to highly complex problems involving land use, zoning, infrastructure, environmental or other planning issues; evaluates existing resources to determine needs and recommends policies, procedures and action plans.

Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of satisfactory full-time experience in city planning; or
2. A satisfactory combination of education and/or experience that is equivalent to "1" above. Graduate education in city planning, urban planning, urban design, architecture, landscape architecture, transportation engineering, public administration, economic development or related fields may be substituted for up to two years of experience, on the basis of 30 graduate semester credits from an accredited college for one year of experience. However, all candidates must have a baccalaureate degree.

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CITY PLANNER (continued)

Special Qualification Requirements

Assignment Level III

To be eligible for placement in Assignment Level III, individuals must have, after meeting the minimum requirements, one additional year of professional experience as described in "2" above.

Assignment Level IV

To be eligible for placement in Assignment Level IV, individuals must have, after meeting the minimum requirements, two additional years of professional experience as described in "2" above.

Lines of Promotion

From: City Planning Technician
(22121)

To: Administrative City
Planner (M 10053)

(Only for those who have
a baccalaureate degree from
an accredited college.)