

CSC Adopted: October 2001, CSC Revised: April 2015

Class Title: City Planner I

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Serves as a direct source and liaison to various community groups. Provides active coordination of housing policies and strategies. Provides neighborhood or area based planning.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Acts as a neighborhood liaison by receiving and managing residents, community groups and business inquiries, providing mediation and facilitation services as a direct connection to the city, and disseminating information.
2	L	Acts as a consolidated plan work group member by assisting the work group and advisory group with follow-up information on applicant and application inquiries, assisting with proposed federal entitlement budget for administration, assisting in the completion of performance and evaluation reports, preparing environmental review records, and handling "one for one" replacement responsibilities.
3	S	Provides task force staffing by assisting in the development of agendas, ensuring proper speakers and presenter participation to facilitate agendas, handling and resolving member requests.
4	L	Coordinates housing policies by reviewing and monitoring existing housing policies for input and effectiveness, participating as a member of groups to facilitate programs that are held to improve the city's housing stock and neighborhoods.
5	L	Performs special duties by providing land use issues as relating to neighborhood and community concerns that will also meet federal compliance guidelines, preparing neighborhood level action plans or land use plans, and coordinating those plans with community stakeholders and other city departments.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Four years of related experience; or equivalent combination of education and experience.
Certifications and Other Requirements	Valid Driver's License may be required depending on assignment.
Reading	Work requires the ability to read regulations, ordinances, memorandum, inquiries and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write memorandum, letters, various plans, and general correspondence.
Managerial	Managerial responsibilities include ensuring responsibilities and objectives are met within inter-departmental groups.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Presentations, office equipment
Sitting	C	Computer, desk work, meetings
Walking	O	To/from meetings, to/from office equipment
Lifting	R	Office equipment
Carrying	R	Office equipment
Pushing/Pulling	R	File cabinet drawers
Reaching	O	Retrieving office supplies
Handling	F	Office supplies and equipment
Fine Dexterity	F	Computer keyboard, telephone keypad
Kneeling	R	Retrieving office supplies
Crouching	R	Retrieving office supplies
Crawling	N	
Bending	R	Retrieving office supplies
Twisting	R	Retrieving office supplies
Climbing	R	Stairs
Balancing	R	On stairs
Vision	C	Computer monitor, desk work, reading
Hearing	C	Communicating with personnel and general public, meetings, telephone
Talking	F	Communicating with personnel and general public, meetings, telephone
Foot Controls	N	
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, slide projector, typewriter, laser or inkjet printer, Standard Microsoft Windows and Office software, telephone

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	S
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)