

Class Title: City Planner II

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Coordinates and oversees the site plan review process. Maintains zoning ordinances. Participates in neighborhood planning and preservation.

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	S	Coordinates projects by conducting and overseeing weekly meetings, reviewing site plans, discussing development project status, attending meetings to explain application processes and requirements, reviewing applications, preparing and presenting staff recommendations and preparing commission recommendations, letters and ordinances.
2	L	Provides administrative support by visiting sites, researching and evaluating proposals for public hearings, preparing reports, responding to public inquiries, coordinating special task force groups and participating in committees.
3	S	Provides other support by responding to requests for street closures, providing street closure requests to utility companies, interpreting local land use controls, providing zoning clearances, interpreting and maintaining zoning ordinances.
4	S	Administers plans by managing the application and program budget development, preparing draft budgets, coordinating with groups, commissions, administration and city council, managing plan implementation, interpreting rules for activity eligibility and preparing environmental reviews for funded projects.
5	S	Manages the activities bureaus by coordinating work programs, providing technical support, responding to assignments and inquires regarding neighborhood activities, participating in housing initiatives, serving as a public housing liaison, recommending strategies and programs to respond to identified needs, preparing neighborhood plans and land use recommendations, serving as a member of task forces, coordinating presenters, preparing agendas and ensuring task forces issue follow-ups.

CLASS REQUIREMENTS:

CLASS REQUIREMENTS	
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	Six 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. American Planning Association AICP certification preferred.
Reading	Work requires the ability to read maps, site plans, zoning ordinances, legal statutes, contracts, documents, surveys, memorandum, reports, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as geometry and algebra.
Writing	Work requires the ability to write design reviews, legal documents, zoning ordinance amendments, presentation documents, letters, reports, and general correspondence.
Managerial	Managerial responsibilities include overseeing the Site Plan Review process, reviewing all private and public development projects, coordinating the public's rezoning requests, and moderating and leading neighborhood task force groups on specific projects.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
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, and various state and federal agencies. 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.

CSC Adopted: November 2001, CSC Revised: April 2015

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.
--	--	--	--	----------------------------

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	F	Presentations
Sitting	F	Computer, desk work, meetings
Walking	F	Field observations, to/from meetings
Lifting	R	Supplies, plans, materials, files
Carrying	R	Supplies, plans, materials, files
Pushing/Pulling	R	Chair, desk drawers
Reaching	R	Supplies, plans, materials
Handling	F	Supplies, plans, materials
Fine Dexterity	F	Computer keyboard, telephone keypad, drawing plans, writing
Kneeling	R	Retrieving files
Crouching	N	
Crawling	N	
Bending	O	Retrieving files, maps
Twisting	O	To/from desk and computer
Climbing	R	Stairs
Balancing	R	On stairs
Vision	C	Computer, desk work, reading, field observations
Hearing	C	Communicating with personnel and general public, meetings, telephone
Talking	F	Communicating with personnel and general public, meetings, telephone
Foot Controls	O	Driving
Other (specify)	N	

CSC Adopted: November 2001, CSC Revised: April 2015

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Calculator, T-square, scale, tape measure, camera, microfiche, computer, laser or inkjet printer, Standard Microsoft Windows and Office software, LaserFiche, Visio, telephone, copy machine, fax machine, Photo Recall, Microsoft Publisher, Internet, slide projectors, vehicle, ARC View, City databases

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
-----------	----------------------------	-----------------------------	----------------	-----------

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:

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.
---	---	---	---------------------------------------	-------------------------

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

- (3)