

Class Title: City Planner, Associate

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Responsible for the technical review, coordination, and communication of development review activities, including site plans, zoning certificates, building permits, trades permits, and business license review. Serves as a direct source and liaison with the public. **This position is part of the professional planner career series.**

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 liaison with public on issues related to development review, including zoning and business license inquiries. Inquiries include in person, phone calls, emails, and online sources.
2	L	Conducts zoning review for permits. This includes building permits, trades permits, and zoning permits (certificates) for all primary and accessory uses, such as fences, sheds and pools and flood reviews. Also includes zoning review of business license applications, working with the Commissioner of the Revenue.
3	L	Provides technical information to architects, engineers, contractors, other agencies, etc. regarding zoning-related issues. Requires interpretation of code requirements, both verbally and in writing.
4	L	Coordinates the site plan review process, including both internal and external communication and organization. Responsible for timely and informed communication, both verbally and in writing
5	L	Organizes and maintains records related to site plan review and plan review. Requires developing, entering, retrieving, and sharing data, plans, and reports in online systems and databases

CLASS REQUIREMENTS:

CLASS REQUIREMENTS	
Formal Education / Knowledge	The Associate City Planner position is intended as an entry level position for individuals with a bachelor’s degree in planning or a related field and no experience OR some combination of relevant experience and post-secondary education equivalent to four years.
Experience	Relevant experience and post-secondary education equivalent to four years.
Certifications and Other Requirements	Valid Driver’s License may be required, depending on assignment. Virginia Certified Zoning Official (CZO), or Virginia Certified Zoning Administrator (CZA), or Certified Floodplain Manager (CFM) within 18 months of appointment.
Reading	Work requires the ability to read plans and construction documents, various codes and regulations, blueprints, surveys, letters, job specifications and directions.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, and division as well as basic algebra.
Writing	Work requires the ability to write correspondences and technical findings in a clear and understandable manner.
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, volunteers or temporary employees.
Complexity	Work requires independent analysis and judgment in accomplishing diversified duties with limited direct supervision. 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 development and plan review. 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, citizens, brokers and sales representatives.

CSC Adopted: June 2022

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	F	Meeting with customers at counter
Sitting	C	Computer, desk work, meetings
Walking	O	To/from working spaces
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 public, meetings, telephone
Talking	F	Communicating with personnel and public, meetings, telephone
Foot Controls	N	
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Basic office equipment such as computer, telephone, cell phone, scanner, fax machine, printer, and copy machine, scales and rulers, and computer software including Microsoft Office, permitting software, and others.

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

(3)