



<b>Job Title</b>	Planner II	<b>FLSA Status</b>	Exempt
<b>Band</b>	PRO	<b>Probationary Period</b>	12 Months
<b>Zone</b>	5	<b>Job Code</b>	18003

**Class Specification – Planner II**

<b>Summary Statement:</b>	
<p>The purpose of this position is to perform journey level planning duties by performing redevelopment and comprehensive urban planning functions within the Planning Department; review and make recommendations on development proposals; assist in coordinating assigned activities and projects with other divisions, outside agencies, and the general public; and to provide professional assistance to upper level department staff. May also assist with comprehensive planning.</p>	
<b>DISTINGUISHING CHARACTERISTICS:</b>	
<p>This is the full journey level class within the Planner series. Employees within this class are distinguished from the (I level) by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from level I, or when filled from the outside, have prior experience.</p>	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
70%	Reviews land use applications; verifies all components of applications are provided and are in compliance; processes submittals for distribution; manages public notification requirements; communicates to private stakeholders; writes technical review letters; solves applicant problems; presents project proposals at public hearings of the City Planning Commission and City Council; reviews applications of appeals of prior decisions; and testifies in legal proceedings regarding land use review process and legal compliance of City actions.
15%	Performs pre-application research; enters data regarding location and requests details for potential development; researches zoning, planning, development, geologic and drainage history for site; and communicates research with applicants; communicates developmental process, applicable regulations, and potential pitfalls.



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5%	May assist with writing land use regulations and policies; identifies key stakeholder groups; drafts new regulations; presents new regulations to Planning Commission and City Council for formal adoption; and trains staff on new regulations and policies.
10%	Performs planner in charge desk duties by answering the telephone and forwarding phone calls; responds to inquiries on planning and zoning information; obtains requested files; sorts mail and other paperwork; and writes fee receipts.

<b>Competencies Required:</b>	
Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.	
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	

<b>Technical Skills Required:</b>
Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.



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**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major coursework in planning, geography, public administration, architecture, or a related field.

Experience: Three years of full-time experience in planning, or related field.

**Education and 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.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:**

Requires the occasional direction of volunteers, helpers, assistants, seasonal employees, interns, or temporary employees.

**Supervision Received:**

Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

**Fiscal Responsibility:**

This job title has no budgetary responsibility.

**Physical Demands:**

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.



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<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office & Outdoors
Extreme Temperature	Several Times per Week
Wetness and Humidity	Several Times per Week
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Rarely

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office and GIS Software.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original date: November 2014