City of Detroit

JOB SPECIFICATION

PLANNER

OCCUPATIONAL INFORMATION

Planner professionals develop comprehensive plans, programs, and designs for use of land, open spaces, and physical facilities of jurisdictions, such as towns, cities, counties, and metropolitan areas. Planning, also called urban planning or city and regional planning, is a dynamic profession that works in partnership with the design professions of architecture, landscape architecture, and urban design, to improve the welfare of people and their communities by creating more convenient, equitable, healthful, efficient, and attractive places for present and future generations. Planning is the process of preparing a set of alternative courses for decisions in establishing the best action to ensure the future availability and development of adequate resources, facilities, and services required to support human activities. Planners normally work through established local, regional, State, and Federal agencies to develop community policies, decisions, and action. Continuous significant developments in various codes, regulations, and city ordinances related to building, open spaces, and zoning dramatically influence the planning process. Planners analyze, plan, design, document, assess, and manage the urban planning process and structural framework to align efforts with the mission, goals, laws, and business processes of the City. Primarily, they develop various plans and designs through the analysis of data and identification of goals for the community or project. These plans and designs affect the following: urban design, land use, zoning, public utilities, community facilities, housing, historic districts, parks and open spaces, sustainability, and transportation. Planners create and regularly update the City’s Master Plan. Other specialty-specific plans include: neighborhood plans, historic preservation plans, regulatory and incentive strategies, redevelopment plans, smart and sustainable growth strategies, economic development plans, site plans, and disaster preparedness plans. Planners are also responsible for the implementation or enforcement of many of the strategies, often coordinating the work of other planners, contractors, and volunteer groups. They research and assess data and designs to determine project feasibility, cost-effectiveness, regulatory conformance, or possible alternatives and solutions to various planning issues. Planners regularly consult with others in the planning process to ensure consistency, safety, and success in existing or proposed proposals and projects. These groups may include planning officials, developers, contractors, neighborhood groups, the public, lawmakers, or other stakeholders. Planners often advise by providing technical assistance and expertise to others involved in the planning process. In addition, these professionals also perform work involving the generation and/or application of theories, principles, design standards, practical concepts, processes, and methods related to city and landscape architecture, historic preservation, and green planning.

Major Planner Functions

Five major functions performed by a Planner include prepare and update plans and designs; conduct research, compile and analyze data, and use that data analysis to support plans and make recommendations; ensure regulatory conformance of planning activities; consult with stakeholders to provide guidance on planning issues; and monitor and coordinate various planning projects and involved personnel. These functions are described below.

Prepare and Update Plans and Designs. Planners perform activities regarding the design, implementation, maintenance, and enhancement of various citywide and area-specific plans, both short and long-term. These plans affect the City as a whole, neighborhoods, industrial and business areas, historic districts, and site specific locations. Planners often prepare various drawings and plan layouts with drafting and graphic software to support plans and other planning functions. Planners identify opportunities or develop plans for sustainable projects or programs to improve energy efficiency, minimize waste, and lessen other detrimental impacts on the environmental landscape.
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Conduct Research, Compile and Analyze Data, and Provide Expert Insight. Planners perform research regarding new and existing planning projects. They regularly conduct site surveys to determine potential project sites and analyze their characteristics to better prepare plans and plan specifications/requirements. Planners also perform research to conduct and prepare impact, feasibility, and cost analysis studies regarding planning proposals and projects. Planners analyze data to form recommendations and prepare reports, which they present to planning officials and other stakeholders.

Ensure Regulatory Conformance. Planners review projects, plans, designs, and ongoing construction to ensure compliance with local, State, and Federal regulations, codes, and ordinances. Planners must constantly have an updated knowledge of current, pending, and proposed legislation changes to adjust planning activities accordingly.

Consult with and Advise Others on Planning Related Matters. Planners consult with various groups on urban design and land-use planning. They regularly hold meetings with contractors, communities, citizens, government officials, and other planning stakeholders to formulate, develop, or address issues. Planners respond to complaints and inquiries from these groups. They also rely on their knowledge and experience to advise others and provide technical assistance on planning matters.

Monitor and Coordinate Planning Projects. Planners plan, coordinate, and review various planning projects and planning teams consisting of other city staff, consultants, contractors, and community groups. Planners review and determine timelines, project design, funding, community outreach, contracts, budgets, and other requirements.

DEFINITION OF CLASS
A Planner in this class serves as a non-supervisory member assigned to the Planning and Development Department. This class, in coordination with the Planning Director, is responsible for community planning in coordination with city wide planning and goals, and identifying community needs, resources, and problems. Planners assist citizens to make decisions on goals, policies, priorities, plans, programs, and methods of implementation designed to create a physical, economic, and social environment in which the human activities desired by the members of the community may flourish. This class covers only those positions / specialties for which the paramount is knowledge of planning principles, concepts, techniques, and practices; e.g. urban design, architecture, and historic preservation. Parenthetical specialty titles defined below further identify the duties and responsibilities performed by a Planner and the special knowledge and skills needed.

DUTIES AND RESPONSIBILITIES (Illustrative)
The duties specified below are representative of the range of duties assigned to this job class and are not intended to be an inclusive list.

Planners (General and Strategic Planning / Urban Design) may perform a range of duties including, but not limited to:

• Designs, promotes, or administers plans or proposals affecting urban design, land use, zoning, public utilities, community facilities, housing, or transportation
• Reviews and amends Master Plan and other city plans
• Consults with government officials, social scientists, lawyers, developers, the public, or special interest groups to formulate, develop, review, or address issues regarding land use or community plans
Provides technical support and expertise to contractors, planning officials, neighborhood groups, and other stakeholders regarding general and strategic planning and urban design matters; reviews and advises on proposals, recognizes problems and identifies possible solutions; answers inquiries relating to urban design
- Determines and prepares design criteria and specifications for various short and long-range plans and projects relating to neighborhood plans, business and industrial area plans, historic district plans, and citywide plans
- Identifies and utilizes best practices in city planning, rehabilitation, and urban renewal
- Prepares various drawings and plan layouts with drafting and graphic software in accordance with architectural and urban planning methods
- Proactively shapes and manages the City's urban design roles and responsibilities as established by the Master Plan, City policy, and departmental mission, policy, and practice
- Advises planning officials on project feasibility, cost-effectiveness, regulatory conformance, or possible alternatives
- Compiles, analyzes, and presents reports on related data using oral, written, and graphic forms of presentation
- Reviews plans and proposals by examining specs, estimates, and expenditures for feasibility, completeness, and conformity to accepted design practices, policies, and procedures; recommends approval, denial, or action to plans and proposals
- Discusses with planning officials the purpose of land use projects, such as transportation, conservation, residential, commercial, industrial, or community use
- Conducts field investigations, site surveys, impact studies, or other research to compile and analyze data on economic, social, regulatory, or physical factors affecting land use; prepares reports and recommendations based on completed studies for project viability
- Keeps current and informed on trends including statistical, redevelopment, demographic, land use, housing, urban design, and planning matters
- Monitors local, State, and Federal changes in regulation to determine the effects of regulatory limitations on new or existing planning and urban design projects; makes necessary changes as a result of changes in zoning and city ordinances, building codes, or environmental regulations
- Reviews sites, plans, and ongoing construction to ensure compliance with proposals or certain regulations
- Advocates for sustainability to community groups, government agencies, the general public, or special interest groups
- Mediates community disputes or assists in developing alternative plans or recommendations for programs or projects; performs community outreach to consult, engage, and advise the public, community groups, and citizens on urban design and land use planning
- Responds to complaints and inquiries in a professional and proactive manner
- Creates and provides educational information and programs
- Coordinates the work of all city planning projects and involved stakeholders
- Identifies opportunities or develops plans for sustainability projects or programs to improve energy efficiency, minimize pollution or waste, or conserve natural resources; utilizes LEED and other best practices for sustainability plans and programs
- Performs special projects and other duties as assigned
Planners (Architecture / Landscape Architecture) may perform a range of duties including, but not limited to:

- Prepares scale drawings or architectural designs and specifications, using computer-aided design (CAD) or other tools to illustrate proposed projects
- Plans or designs structures such as landscapes, residences, office buildings, theatres, factories, or other structural properties in accordance with environmental, safety, or other regulations
- Integrates engineering elements into unified architectural designs
- Designs and plans layouts of structural architectural projects
- Directs activities and monitors the work of other architects, landscape architects, planners, engineers, surveyors, and contractors regarding planning projects
- Prepares information regarding design, structure specifications, materials, color, equipment, estimated costs, or construction time for new or existing construction projects
- Conducts periodic on-site inspections of construction and landscape work to monitor compliance with plans, specifications, and contractual obligations
- Prepares contract documents for building contractors; administers construction contracts
- Designs or plans construction of green building projects or landscapes to minimize adverse environmental impact, conserve energy, and minimize water consumption
- Researches latest products, technology, or design trends to stay current in the field
- Analyzes data on conditions such as site location, drainage, or structure location for environmental reports or landscaping plans
- Confers with clients, engineering personnel, or architects on landscape projects regarding the preparation of plans, project requirements, schematic drawings, and preliminary cost estimates
- Presents project plans or landscape designs to public stakeholders, such as government agencies or community groups
- Integrates existing land features or landscaping into designs
- Reviews pertinent legislation, regulations and programs and assesses impact on City; proposes regulation revisions as requested or required; may process permit applications as requested or required
- Prepares special research studies and accurate analytical, statistical, and comprehensive reports; maintains project administration files
- Evaluates impact of proposed projects, including impact studies, carrying capacity, feasibility studies, etc.
- Reviews technical documentation and project plans to ensure adherence to defined industry best practices and standards as well as local, State, and Federal guidelines and regulations
- Provides technical advice and expert assistance to City management, field personnel, contractors, and other stakeholders
- Serves as liaison on behalf of the City to community and neighborhood groups, professional organizations, and other City departments
- Develops marketing materials, proposals, or presentation to generate new work opportunities
- Performs special projects and other duties as assigned

Planners (Historic Preservation) may perform a range of duties including, but not limited to:

- Performs site surveys of buildings, structures, landmarks, and districts to assess potential preservation status; determines eligibility for National Register of Historic Places
- Analyzes and reviews buildings, development projects, construction plans, materials, and designs for regulatory and contractual compliance adhering to “106” reviews as described and required by the U.S. Secretary of Interior and the State of Michigan Historic Preservation regulations
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• Reports complaints and conducts site inspections to determine violations and enforce related ordinances, codes, and policies
• Monitors changes to local, State, and Federal regulations with respect to Federal Section 106 in order to assess potential impacts on historic designations and projects; proposes regulation revisions as requested or required
• Performs feasibility, impact, and cost studies dealing with a variety of complex urban design and/or historic preservation issues, policies, and projects
• Undertakes research in primary and secondary sources in various repositories on the history of historically-significant cultural resources, communities, events, and areas in the City
• Attends meetings and conferences; serves as liaison with other City departments, relevant County, State and Federal agencies, public outreach groups, contractors, attorneys, architects, engineers, and citizens
• Advises neighborhood groups and City citizens on historic restoration, preservation, and renovation best practices; consults with groups seeking historic designation of individual properties or whole neighborhoods; responds to inquiries from citizens, mediates disputes, and provides technical assistance and expertise regarding codes, tax credits, and other related matters
• Responsible for the review and presentation of applications and materials related to the City's Historic Preservation Program; notifies property owners of impending reviews of nominations; administers review of nominations; maintains the Detroit Register of Historic Places
• Presents reports for Historic Review and Planning Commissions as requested or required
• Prepares and administers grant applications, proposals, and RFP’s for historic preservation or district designation
• Investigates best practices in historic preservation trends; participates in education programs on historic preservation and the history of Detroit; creates brochures and informational materials regarding historic districts
• Performs special projects and other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES
The knowledge, skill, and ability of a Planner increases with the level of responsibility and experience.

At the entry-level, knowledge requirements might include basic professional knowledge of:
• Principles and practices of city planning, historic preservation, community and land development, urban design and architecture, and revitalization programs
• Applicable local, State, and Federal laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process, as it relates to planning
• Business and management principles involved in general and strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources
• Building construction, building materials, and building trades
• Construction project management methods, practices, and techniques
• Procedures and objectives of local, regional, State, and Federal planning programs
• Primary policy research, data collection, analysis, forecasting, and benchmarking
• Math concepts, including statistical and analytical techniques applied in the collection of community planning research and in the preparation of planning reports and maps
• Principles and practices of community involvement and participation
• Principles and methods for describing the features of land and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life
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- Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar

At the intermediate level, knowledge requirements might include detailed, intensive knowledge of:
- Principles and practices of city planning, historic preservation, community and land development, urban design and architecture, and revitalization programs
- Applicable local, State, and Federal laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process, as it relates to planning
- Business and management principles involved in general and strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources
- Budget preparation and control (cost estimation)
- Construction project management methods, practices, and techniques
- Principles and practices of contract administration and project management
- Mechanical, electrical, and structural engineering as applied to architectural design and construction
- Landscape architecture design and construction, including grading, site planning, streetscapes, draining, irrigation, horticulture and planting, lighting, and park furniture and playground equipment design
- Principles and practices of community involvement and participation
- Computer Aided Design software such as AutoCAD programs
- Secondary policy research, data collection, analysis, forecasting and benchmarking
- Zoning and land use principles and practices
- Specific statistical and analytical techniques applied in the collection of community planning data and in the preparation of planning reports and zoning maps
- Methods and procedures to maximize efficient use of available natural and community resources
- The application of drafting and design theory to architectural and landscape architecture planning design activities
- Quantitative analysis, planning-related computer applications, and software
- Principles and methods for describing the features of land and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life
- Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar

At the advanced level, knowledge requirements might include professional, comprehensive knowledge of:
- Principles and practices of city planning, historic preservation, community and land development, urban design and architecture, and revitalization programs
- Applicable local, State, and Federal laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process, as it relates to planning
- Business and management principles involved in general and strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources
- Construction project management methods, practices, and techniques
- Principles and practices of contract administration and project management
- Mechanical, electrical, and structural engineering as applied to architectural design and construction
- Landscape architecture design and construction, including grading, site planning, streetscapes,
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draining, irrigation, horticulture and planting, lighting, and park furniture and playground equipment design

• Principles and practices of community involvement and participation
• Computer Aided Design software such as AutoCAD programs
• Trends in urban landscape architecture and design
• Reporting presentations of researched findings
• Neighborhood planning and community development issues
• Inter-relationships between various land use and urban design review, historic preservation, and planning issues
• Progressive methods and procedures to maximize efficient use of available natural and community resources
• Principles of municipal and private sector budgeting, accounting, and finance methods
• Principles and methods for describing the features of land and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life
• Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar

Skill in:

• Preparing detailed urban plans, reports, and other written materials
• Interacting with the public, department personnel, developers, business leaders, consultants, and others with tact and diplomacy
• Making clear and compelling presentations to various boards, commissions, community groups, trade groups, developers, and the general public
• Collecting, organizing, and analyzing meaningful data and maps
• Analyzing comprehensive architectural plans, specs, and drawings; analyzing construction problems, evaluating alternatives and making sound recommendations
• Resolving complaints, critical thinking, and project management
• Exercising sound independent judgment within established guidelines
• Considering the relative costs and benefits of potential actions
• Planning and urban design software including AutoCAD, SketchUp or equivalent, GIS, Adobe Suite, and Microsoft Office Suite
• Preparing designs, plans, cost estimates, and project specifications and related materials suitable for construction
• Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
• Communicating effectively verbally and in writing
• Understanding written sentences and paragraphs in work related documents
• Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
• Talking to others to convey information effectively
• Preparing RFPs, evaluating proposals, negotiating terms, and managing and administering contracts
• Prioritizing multiple assignments, projects, and business needs

Relevant arithmetic related to statistical, algebraic, trigonometric, or geometric techniques in practical situations
Ability to:

- Prepare designs, plans, cost estimates, and project specs suitable for construction and public bidding
- Analyze comprehensive architectural plans, specs, and drawings; analyze construction problems, evaluate alternatives, and make sound recommendations
- Manage and develop urban design programs
- Read and understand information and ideas presented in writing such as census data, surveys, maps, blueprints, periodicals, financial reports, safety manuals, procedure manuals, architectural plans, design drawings, building inspection reports, environmental reviews, federal register, ordinances, statutes, guidelines
- Manage complex situations and deal with difficult people, angry citizens, or upset applicants to resolve their issues within the confines of laws, rules, policies, and processes
- Interpret, explain, and apply appropriate policies, regulations, and procedures to petitions and applications
- Apply concepts of basic algebra and geometry to practical situations, budgets, and spreadsheets
- Analyze and interpret complex information and processes, exercise independent judgement, and make policy recommendations
- Observe, compare, or monitor and determine compliance with prescribed operating or safety standards
- Exercise good judgement, tact, and diplomacy in all public contacts
- Utilize planning and urban design software including AutoCAD, SketchUp or equivalent, GIS, Adobe Suite, and Microsoft Office Suite
- Administer construction contracts and provide oversight to private consultants
- Identify when something is wrong or is likely to go wrong and apply general rules to specific problems to produce answers that make sense
- Establish and maintain effective working relationships with peers, citizens of the City, industrial groups, and the general public
- Prepare accurate, clear, and concise reports and figures
- Make clear and compelling presentations to various boards, commissions, community groups, trade groups, developers, and the general public
- Listen to and understand information and ideas presented through spoken words and sentences
- Effectively communicate information and ideas both orally and in writing
- Work as part of a team

SUPERVISORY CONTROLS

The level and nature of the supervision given to a Planner will vary depending on their experience and level, i.e. whether the Planner is at the entry, intermediate or advanced professional level. Supervision may range from close and detailed up to and including a review only for adherence to policy.

At the entry-level, the Planner works as instructed and consults with the supervisor, higher-grade planner professionals, or higher-grade planning professionals on matters not specifically covered in the original instructions. The supervisor provides insight by indicating the project scope, quality and quantity expected, deadlines, and priorities of assignments. All work is closely controlled either through the structured nature of the work itself, through review in-progress, or through review of completed work for accuracy, adequacy, and adherence to instructions and established procedures. Review of work increases with the difficulty of assignments.
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At the intermediate level, the Planner independently plans and carries out the assignments in conformance with accepted policies and practices; adheres to instructions, policies, and guidelines in exercising judgment to resolve commonly encountered work problems and deviations; and brings controversial information or findings to the supervisor’s attention for direction. The supervisor outlines or discusses possible problem areas and defines objectives, plans, priorities, and deadlines. Assignments have clear precedents requiring successive steps in planning and execution. The supervisor provides assistance on controversial or unusual situations that do not have clear precedents; reviews completed work for conformity with policy, the effectiveness of the Planner’s approach to the problem, technical soundness, and adherence to deadlines; and does not usually review in detail the methods used to complete the assignment.

At the advanced level, the Planner is responsible for the planning and carrying out of assignments, resolving the majority of conflicts that arise, coordinating the work with others, and interpreting policy on own initiative in terms of established objectives. The Planner also keeps the supervisor informed of progress and of potentially controversial matters. The supervisor outlines overall objectives and available resources. The Planner and supervisor, in consultation, discuss timeframes, scope of the assignment including possible stages, and possible approaches. The supervisor reviews completed work for soundness of overall approach, effectiveness in meeting requirements or producing expected results, the feasibility of recommendations, and adherence to requirements. The supervisor does not usually review methods used.

GUIDELINES
A wide range of guidelines exist for Planners. The difference in levels is determined by the judgment required to identify which guidelines to use, how to interpret the guidelines, and to make judgments with missing, incomplete, or conflicting information. At the entry-level, the Planner uses specific and detailed guidelines that cover all aspects of the work. At the intermediate level, the Planner uses a wide variety of reference materials and manuals; however they are not always directly applicable to issues and problems or have gaps in specificity. Precedents are available outlining the preferred approach to more general problems or issues. Planners analyze results of work and recommend change to their supervisors. At the advanced level, the Planner uses guidelines and precedents that are very general regarding agency policy statements and objectives. Guidelines specific to assignments are often scarce, inapplicable, or have gaps in specificity that require considerable interpretation and/or adaptation for application to issues and problems. Guidelines exist in the form of agency regulations, legislation, planning procedures, manuals for architecture, historic preservation, and urban design, and online references; specialized dictionaries and models; and local, State, and Federal rules and regulations. The City of Detroit Charter also offers guidelines for how the city should be run; therefore the Planners must ensure compliance with the Charter in addition to compliance with other planning standard bodies. However, judgment is required to determine applicability of these other guidelines.

COMPLEXITY
The complexity of the work derives from the nature, number, variety, and intricacy of tasks, steps, processes, or methods in the work performed; the difficulty in identifying what needs to be done; and the difficulty and originality involved in performing the work. Work complexity is further driven by the policies and procedures that guide the work or from communications with City employees unfamiliar with planning activities that are easily understood and used by people with and without a planning background. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach, and sparse or conflicting data.
SCOPE & EFFECT
The scope and effect of the work centers on support to the supervisor or higher-grade planning professionals, or other designated authority involved in planning, urban design, historic preservation, or architecture. The problems and error conditions encountered are conventional to planning functions although solutions are not always covered by established or standardized procedures. The accuracy and timeliness of the work impact the reliability of the daily output of the individual or office and planning project reports.

PERSONAL CONTACTS
At the entry level, contacts are usually with employees in the immediate organizational unit or in closely related support units. Contacts are with employees outside the organization or with members of the general public in moderately structured situations. At the intermediate or advanced levels, contacts include those in the immediate organizational unit as well as with persons in their capacities as contractors, inspectors, attorneys, community leaders, or representatives of Federal or State regulatory agencies, primarily related to planning and development.

PURPOSE OF CONTACTS
At the entry and intermediate levels, the purpose of contacts is to acquire, clarify, or exchange information needed to complete assignments, regardless of the nature of the information. The information may range from easily understood to highly technical. At the advanced level, the purpose of contacts is to plan, coordinate, or advise on work efforts, or to resolve issues or operating problems by influencing or persuading people who are working toward mutual goals and have basically cooperative attitudes. Contacts typically involve identifying options for resolving problems.

PHYSICAL DEMANDS
The work is characterized as a combination of sedentary and active. While working in the office, Planners sit comfortably to do their work, interspersed by brief periods of walking, standing, bending, carrying of papers and books, and traveling by motor vehicle. While working at outdoor and indoor project sites performing reviews and investigations, Planners may be required to lift and carry light objects, navigate over uneven, difficult terrain, and access difficult sites.

WORK ENVIRONMENT
Work is primarily performed in a comfortable office environment, which is appropriately lighted, heated and, cooled. The work environment contains minimal significant hazards. Some work may require walking and standing outside at periodic projects conducted in the field. Outdoor projects require the ability to perform assignments under seasonal weather conditions including visits to construction sites, which may contain some hazardous conditions. Planners may encounter individuals that are upset. During extended periods each year, Planners may be required to work considerable overtime.

MINIMUM QUALIFICATIONS
These minimum qualifications establish the education, training, experience, special skills and/or license(s), which are required for employment in the classification. Minimum qualifications increase based on the level of the position. Note: additional qualifications (i.e., special conditions) may apply to a particular position.

Education
For all entry-level Planners, it is a requirement to have completed a bachelor’s degree from an accredited
college or university, with major course of work in urban design, city planning, environmental planning, architecture, landscape architecture, historic preservation, or other related field of study. For all intermediate and advanced level Planners, it is a requirement to have completed a master's degree from an accredited college or university, major course of work in urban design, city planning, environmental planning, architecture, landscape architecture, historic preservation, or other related field of study.

Experience
For entry into the Planner position, no work experience is required; however, the minimum education requirements must be met. One year of experience in city planning, architectural design, or urbanization is preferred but not required.

For selection, appointment to a Planner level II or higher, in addition to the minimum education requirements, more progressive levels of experience are required based on the following:

Planner II – at least two (2) years of experience
Planner III – at least three (3) years of experience
Planner IV – at least four (4) years of experience

License / Certificates
Possession of a certification sponsored by the American Institute of Certified Planners (AICP) may be required.

Equivalency
Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

WRITTEN TEST REQUIREMENTS
Applicants may be required to illustrate proficiency in the use of software packages such as the Microsoft Office Suite including Word and Excel. Applicants may be required to take written tests or work simulations to illustrate proficiency in other skill sets as may be determined based on the duties and responsibilities to be performed. These written tests might include mathematical skills and writing skills, including grammar and reading comprehension.

BACKGROUND AND OTHER CHECKS
Applicants may be subject to background, criminal, and credit checks.

POSITION TITLES
There are four positions in the Planner job class specification:

Planner I
This is the entry-level. As a trainee, the Planner carries out a range of professional assignments while learning the methods of the work.

Planner II
This is the intermediate level. The Planner performs an expanding range of professional planning assignments in a developing capacity.
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Planner III  
This is the experienced level. The Planner performs a full range of professional planning projects and assignments. Considerable independent judgment is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Planner IV  
This is the advanced level. The Planner may function as a lead planner or head planner. At this level, Planners are responsible for overseeing the work assignments of other professionals or have regular assignments, which have been recognized by Human Resources as having significantly greater complexity than those assigned at the experienced level.

Based on the program functional area, parenthetical titling may be used when special subject matter knowledge of a specific functional area is required.

PROBATIONARY PERIOD  
Individuals appointed to a position in this class will be required to serve a probationary period of six months with the possibility of a six-month extension for a total of twelve months. If promoted to a position in this class, an individual will be required to serve a probationary period of six months. Performance will be carefully evaluated during the probationary period. Continued employment in this class will be contingent upon successful completion of the probationary period and meeting all of the performance expectation requirements.

CODE DESIGNATIONS  
Class Code: 19-3051-00  
EEO Code: 2  
Date Established: 11/23/2015