

**LEGISLATIVE POLICY DIVISION**  
**CPC/HDAB - - “CITY PLANNER I”**  
**(PLANNER I)**

This is an entry level position for the person beginning their professional career in urban planning. Individuals filling this position would be supervised by the Director, Deputy Director, City Planner V and City Planner IV. While working as a member of an ensemble team, the individual will be expected to work independently on selected assignments exercising originality and judgement. Some command of basic professional planning skills and knowledge of zoning, the ability to conduct research, communicate verbally, in writing and graphically are essential to the performance of this position. The size, significance and complexity of assignments awarded such individuals will be commiserate with the entry level nature of the position.

Duties and Responsibilities:

- Review and analyze plans taking into consideration accepted city planning principles, zoning practices, the Master Plan of Policies, elements of good design, sensitivity to surrounding neighborhoods and other factor in order to assess and make recommendations;
- Prepare reports and presentations for the City Council, CPC, staff and the general public;
- Collect and analyze data from applicable sources and suggest changes in accordance with policies on physical and economic development;
- Prepare reports and make recommendations of zoning and rezoning requests for new and existing districts;
- Assemble and interpret mapped data and work with geographic information systems;
- Analyze and evaluate site plans, elevations and other components of a project proposal and assist other staff with the same;
- Attend and participate in meeting during the day and in the evenings on planning and planning related issues;
- Review and analyze the social, economic and physical impact of proposals and policies;
- Assist in the review of the Master Plan of Policies, the Capital Agenda, the DDA Plan, EDC project plans and the like;
- Work in a collaborative and multidisciplinary fashion with other LPD staff members on a wide variety of matters as assigned by the City Council;
- Set up community meetings, tours and site visits;
- Assist with office administrative tasks as demand may warrant.