

LEGISLATIVE POLICY DIVISION
CPC HDAB - - “CITY PLANNER III”
(PLANNER III)

This is an intermediate level position for the person with a minimum of 7 years comprehensive and progressive professional practice 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 and also act as lead on certain assignments. A thorough command of professional planning skills and knowledge of zoning, the ability to conduct research, communicate verbally, in writing and graphically are essential to the position. Some supervisory responsibilities may arise occasionally on a project by project basis. 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 report reports and presentations for the City Council, City Planning Commission, staff, civic and other governmental agencies 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 conferences and participate on taskforces and committees as a representative of the City Planning Commission;
- Attend and participate in meeting during the day and in the evenings with community groups on planning and related issues;
- Review and analyze the social, economic and physical impact of proposals and policies;
- Conduct review of the Master Plan of Policies, the Capital Agenda, the DDA Plan, EDC project plans and the like;
- Review and report on tax abatement programs and requests;
- Plan and develop the methodology for completion and/or implementation of projects;
- Lead, plan, coordinate and review with other agencies elements of the Master Plan, zoning ordinance and other new and existing ordinances;
- Provide leadership at a project level the work of lower staff on an as needed basis;
- Work in a collaborative and multidisciplinary fashion with other LPD staff members on a wide variety of matters as assigned by the City Council;
- Explore and prepare grants;
- Set up community meetings, tours and site visits;
- Assist with office administrative tasks as demand may warrant.