

# CLASSIFICATION ADDENDUM

## Job Title: Planner

Classification Specification: Management Analyst

Barg Unit: OPE

Pay Grade: C41

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

### Essential Characteristics and Duties Addendum

The Planner performs activities providing land use information to the general public, land use applicants, other agencies and jurisdictions, and City staff that includes zoning, refinement plans, the comprehensive plan, the development process, land divisions, wetlands, and other site specific land use information; participates in the gathering, review and professional analysis of basic planning data; review Type 1 and Type 2 land use applications; analyzes proposed development projects, subdivisions, and partition maps; participates in the preparation of reports, maps, graphics, and plan and policy drafts; contacts various agencies to collect data necessary for special projects; makes recommendations to improve customer relations and related processes and forms. Performs related duties as assigned.

### Qualifications Addendum

*An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.*

#### Training & Experience:

- In the field of urban planning, environmental design, geography, that includes sufficient related planning experience.

#### Licensing Requirements:

- N/A

#### Knowledge:

- Theory, principles, and practices of land use planning and zoning;
- Federal, state, local regulations, ordinances, and directives that regulate planning;
- Customer Service concepts and procedures;

#### Skills: *(Demonstrated skill in performing the following)*

- Interpreting maps and reading site plans; drawings/diagrams;
- Utilizing engineering and architectural scales and digital camera.

#### Qualification For Grade Progression:

There is no grade progression within the Planner, but grade progression is possible to the Senior level.

### **Physical Requirements Addendum**

Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

### **Addendum History**

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