

## PLANNER 1-4

### CLASS DESCRIPTION

#### General Responsibilities:

This is responsible professional urban and community planning work within the Department of Planning & Community & Economic Development. This work primarily involves the collection and analysis of a wide range of community and urban planning information; the preparation of planning documents, analytic reports, and graphic materials; and providing related information, interpretations, evaluations and recommendations regarding planning strategies, processes, policies and ordinances. This series is structured to recognize varying levels of professional and staff leadership responsibility, judgment, discretion, project complexity and programmatic responsibility as employees gain job-related expertise.

This series is structured to provide advancement from a Planner 1 to a Planner 2, as a function of the employee's career development, but generally within 2 years of starting employment as a Planner 1. Progression to a Planner 3 or Planner 4 is dependent upon the incumbent taking on additional duties and responsibilities as well as the needs of the department. Planner 3 and 4 positions may also be filled through competition at the discretion of the department.

*Planner 1* - This is the entry level of the professional planner career progression series. This work is characterized by more structured and/or closely reviewed professional assignments, performed with an increasing level of independence as knowledge of city policies and professional standards are gained. Employees may be assigned to diverse planning projects and activities based on organizational objectives and priorities. Under limited supervision, employees are expected to exercise professional judgment and discretion within established parameters.

*Planner 2* - This is the objective level of the professional planner career progression series. Employees exercise developed expertise in the design and completion of diverse planning projects, as assigned and effectively participate in policy formulation. This work is characterized by acquired expertise in the development and application of urban and community development plans, strategies and standards. Work is performed under general supervision.

*Planner 3* - This is responsible advanced-level professional work in the development and implementation of assigned planning programs, functions and services. This is responsible, advanced level planning work. This level is characterized by ongoing responsibility for one or more planning activities, which may involve some responsibility for subordinate planners. Under general supervision, work requires a high degree of independence, judgment and discretion, and typically involves program and policy development work.

*Planner 4* - This is responsible, senior level planning work. This work is characterized by significant responsibility for multiple complex planning activities/projects necessitating initiative, judgment, and discretion. This level is distinguished by significant responsibility

for major planning projects and programs, and policy/strategy and ordinance development. Under general supervision, work involves leadership responsibility for subordinate planners.

Examples of Duties and Responsibilities:

*Planner 1* - Assist in conducting land use, transportation, housing, population and related planning studies. Prepare written reports and analysis, and make related oral presentations. Assist in preparing land use plans, neighborhood development plans and studies analyzing the effects of changing transportation services on community development patterns. Prepare and present related work products and reports. Participate in the development of design concept physical plans.

Provide information to the general public and interested parties regarding community development plans and other Division services.

Prepare and coordinate preparation of staff review comments on subdivision plats, land divisions, conditional uses and zoning map applications.

Conduct varied analysis and administrative support services relative to the review of development and land use plans for conformance with city plans, ordinances and standards.

Maintain planning information systems and data bases related to assigned area of responsibility.

Participate in pre-application review of proposed subdivisions and land use and development applications. Review subdivision and land use applications. Coordinate related review processes, and administrative activities.

Assist in conducting diverse physical planning studies and special projects. Participate in the development of master plans. Assist in performing site analysis and data collection, coordinating public and departmental review and performing conceptual planning.

Perform plan review for conformance with approved conditional uses, rezonings, etc.

Participate in various team planning efforts. Conduct special research and data collection. Prepare and present informational materials/graphics. Coordinate administrative and technical support on an assigned project.

Perform related work as required.

*Planner 2* - Perform all work of a Planner 1, with a higher degree of judgment and discretion.

Exercise developed expertise in the design and completion of diverse planning projects, as assigned. Effectively participate in policy formulation. Assist in planning, scheduling, and conducting related work sessions and public meetings.

Prepare cost estimates, preliminary plans, working drawings and specifications, and perform construction and site inspection. Provide design assistance on public improvement projects; and other development, as appropriate.

Perform related work as required.

*Planner 3* - Perform all work of a Planner 2; and administer ongoing and substantive planning program(s), e.g. preservation planning, neighborhood planning, current planning and/or other similar level special planning programs and projects.

Provide leadership to professional and technical staff. Assign, monitor, and evaluate work of Planner 1 and 2 positions, paraprofessional and technical staff, clerical staff and interns. Assist Principal Planners and Division Director as needed.

Plan, schedule and conduct work sessions and public meetings as necessary to accomplish program objectives.

Provide primary staff support to policy review bodies; and coordinate/facilitate administrative considerations to implement decisions.

Develop multi-faceted plans and strategies to achieve program objectives within policy parameters. Assist in developing policies and ordinances to carry out program objectives. Conduct complex and discretionary analysis of various planning issues and initiatives.

Perform related work as required.

*Planner 4* - Perform all work of a Planner 3; and exercise considerable discretion in the development, implementation, and direction of Planning Division program activities, including, for example, conceptualizing community development and redevelopment plans and strategies, developing standards, policies and ordinances for land use, conducting research and developing and maintaining data for analysis and use in long-term multi-faceted community development plans.

Determine the components and issues to be covered by a project and prepare a project design and work schedule.

Provide leadership to professional and technical staff. Assign, monitor and evaluate work. Assist Principal Planners and Division Director in overall supervisory role.

Plan, schedule and conduct (interagency and intergovernmental) work sessions; public meetings; and presentations to policy-making bodies and community, neighborhood, and special interest groups as necessary to accomplish the project.

Draft departmental comments, recommendations, and/or position statements on major planning proposals before the City Plan Commission, the Common Council, other City boards and commissions, other units of government and other development-related bodies.

Perform related work as required.

## QUALIFICATIONS

### Knowledge, Skills and Abilities:

*Planner 1* - Knowledge of applicable land use, community planning, transportation planning, and urban design theory, principles, and practices. Knowledge of and ability to use computer software applicable to the duties of the position. Ability to communicate effectively both orally and in writing. Ability to develop and maintain positive and effective relationships. Ability to review development plans and specifications and to identify planning issues. Ability to prepare and present related graphic and design materials. Ability to create and deliver presentations to large groups of people. Ability to use computers to draft a variety of correspondence and reports, to conduct statistical analyses, and to conduct research. Ability to deal with complex information, to identify problems, and to conduct relevant research and analysis and prepare narrative and statistical reports. Ability to attend meetings during the evening or on weekends. Ability to physically inspect construction sites. Ability to maintain adequate attendance.

*Planner 2* - Working knowledge of applicable land use, community planning, transportation planning and urban design theories, principles, and practices. Working knowledge of and ability to use computer software applicable to the duties of the position. Knowledge of local ordinances and laws, governmental review processes, and design considerations and their application. Ability to communicate effectively both orally and in writing. Ability to develop and maintain positive and effective relationships. Ability to review development plans and specifications and to identify planning issues. Ability to prepare and present related graphic and design materials. Ability to create and deliver presentations to large groups of people. Ability to use computers to draft a variety of correspondence and reports, to conduct statistical analyses, and to conduct research. Ability to deal with complex information, to identify problems, and to conduct relevant research and analysis and prepare narrative and statistical reports. Ability to attend meetings during the evening or on weekends. Ability to physically inspect construction sites. Ability to plan, and structure analysis for planning projects. Ability to exercise judgment and discretion in completing independent projects. Ability to coordinate and manage planning projects, team activities and citizen group efforts. Ability to maintain adequate attendance.

*Planner 3* - Thorough knowledge of applicable land use, community planning, transportation planning, and urban design theories, principles and practices. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Working knowledge of local ordinances and laws, governmental review processes, and design considerations and their application. Ability to communicate effectively both orally and in writing. Ability to develop and maintain positive and effective relationships. Ability to review development plans and specifications and to identify planning issues. Ability to prepare and present related graphic and design materials. Ability to create and deliver presentations to large groups of people. Ability to use computers to draft a variety of correspondence and reports, to conduct statistical analyses, and to conduct research. Ability to deal with complex information, to identify problems, and to conduct relevant research and analysis and prepare narrative and statistical reports. Ability to attend meetings during the evening or on weekends. Ability to physically inspect construction sites. Ability to plan, and structure analysis for planning projects. Ability to exercise judgment and discretion in completing independent projects. Ability to coordinate and manage planning projects, team activities and citizen group efforts.

Ability to assign, coordinate and review the work of subordinates. Ability to independently plan and carry-out planning projects and implement planning initiatives. Ability to provide primary staff support to policy review bodies and to facilitate the implementation of their decisions. Ability to assist in policy and ordinance development. Ability to maintain adequate attendance.

*Planner 4* - Thorough knowledge of applicable land use, community planning, transportation planning, and urban design theories, principles and practices. Thorough knowledge of local ordinances and laws, governmental review processes, and design considerations and their application. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Ability to communicate effectively both orally and in writing. Ability to develop and maintain positive and effective relationships. Ability to review development plans and specifications and to identify planning issues. Ability to prepare and present related graphic and design materials. Ability to create and deliver presentations to large groups of people. Ability to use computers to draft a variety of correspondence and reports, to conduct statistical analyses, and to conduct research. Ability to deal with complex information, to identify problems, and to conduct relevant research and analysis and prepare narrative and statistical reports. Ability to attend meetings during the evening or on weekends. Ability to physically inspect construction sites. Ability to plan, and structure analysis for planning projects. Ability to exercise judgment and discretion in completing independent projects. Ability to coordinate and manage planning projects, team activities and citizen group efforts. Ability to assign, coordinate and review the work of subordinates. Ability to independently plan and carry-out planning projects and implement planning initiatives. Ability to provide primary staff support to policy review bodies and to facilitate the implementation of their decisions. Ability to assist in policy and ordinance development. Demonstrated ability to plan and implement major policy-related studies and to formulate implementation strategies. Ability to independently represent city interests before interagency/intergovernmental committees and groups. Ability to lead subordinate staff to carry out multiple program objectives. Ability to maintain adequate attendance.

#### Training and Experience:

Generally, positions in this classification will require:

*Planner 1* - Graduation from an accredited college or university with a degree in Architecture, Landscape Architecture, Urban Studies, Urban and Regional Planning, Geography, Real Estate Development or other related studies or programs. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

*Planner 2* - Two years of professional planning experience comparable to that gained as a Planner 1 with the City of Madison. Such experience would normally be gained after graduation from an accredited college or university with a degree in Architecture, Landscape Architecture, Urban Studies, Urban and Regional Planning, Geography, Real Estate Development and other related studies or programs. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

*Planner 3* - Two years of professional planning experience comparable to that gained as a Planner 2 with the City of Madison. Such experience would normally be gained after graduation from an accredited college or university with a degree in Architecture, Landscape Architecture, Architectural History, Historic Preservation, Urban Studies, Urban and Regional Planning, Geography, Real Estate Development and other related studies or programs. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

*Planner 4* - Two years of professional planning experience comparable to that gained as a Planner 3 with the City of Madison. Such experience would normally be gained after graduation from an accredited college or university with a degree in Architecture, Landscape Architecture, Urban Studies, Urban and Regional Planning, Real Estate Development and other related studies or programs. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

**Special Requirements:**

Ability to meet the transportation requirements of the position.

**Physical Requirements:**

Incumbents must be able to physically access and inspect construction sites throughout the City. In addition, incumbents will be expected to attend meetings and provide presentations outside the normal work schedule, including evenings and weekends.

<b>Department/Division</b>	<b>Title</b>	<b>Comp. Group</b>	<b>Range</b>	<b>Class Code</b>
Planning and Community and Economic Development	Planner 1	18	06	497
Planning and Community and Economic Development	Planner 2	18	08	502
Planning and Community and Economic Development	Planner 3	18	10	503
Planning and Community and Economic Development	Planner 4	18	12	499

Approved: \_\_\_\_\_  
 Brad Wirtz  
 Human Resources Director  
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