

## PLANNER I-IV SERIES

### CLASS DESCRIPTION

#### General Responsibilities:

This is responsible professional urban and community planning work within the Planning and Development Department. 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, judgement, discretion, project complexity and programmatic responsibility as employees gain job-related expertise.

**Planner I** - This is the entry level of the professional planner series. This work is characterized by more structured 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.

**Planner II** - This is the objective level of the professional planner series. 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 III** - This is the advanced level of the professional planner series. This level is characterized by ongoing responsibility for one or more planning activities, which normally involves some responsibility for subordinate planners. Work requires a high degree of independence, judgement and discretion, and typically involves program and policy development work.

**Planner IV** - This is the senior level of the professional planner series. This work is characterized by significant responsibility for multiple complex planning activities/projects necessitating initiative, judgement, and discretion. This level is distinguished by significant responsibility for major planning projects and programs, and policy/strategy and ordinance development. Work involves leadership responsibility for subordinate planners.

Note: At the employer's discretion, employees are eligible for career advancement from Planner I to Planner II upon meeting the minimum training and experience qualifications and applicable performance standards. The classes of Planner III and Planner IV are position specific and are allocated based on their defined organizational role(s).

#### Examples of Duties and Responsibilities:

**Planner I** - 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 unit 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 II - Perform all work of a Planner I, with a higher degree of judgement 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 III - Perform all work of a Planner II; 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. Assist Principal Planners and Unit Director in over-all supervisory role.

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 IV - Perform all work of a Planner III; and exercise considerable discretion in the development, implementation, and direction of Planning Unit 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 Unit 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

### Knowledges, Skills and Abilities:

Planner I - Knowledge of applicable land use, community planning, transportation planning, and urban design theory, principles, and practices. Ability to communicate effectively both orally and in writing. Ability to develop and maintain effective working 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 deal with complex information, to identify problems, and to conduct relevant research and analysis and prepare narrative and statistical reports.

Planner II - All of the above; and working knowledge of applicable land use, community planning, transportation planning and urban design theories, principles, and practices. Knowledge of local ordinances and laws, governmental review processes, and design considerations and their application. Ability to plan, and structure analysis for planning projects, ability to exercise judgement and discretion in completing independent projects. Ability to coordinate and manage planning projects, team activities and citizen group efforts.

Planner III - All of the above; and thorough knowledge of applicable land use, community planning, transportation planning, and urban design theories, principles and practices. 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.

Planner IV - All of the above; and 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.

Training and Experience:

Planner I - One year of para-professional planning experience in land use, transportation, economic development, community planning, preservation planning, physical planning and/or urban design. 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 knowledges, skills and abilities necessary to perform the duties of this position will also be considered.

Planner II - Two years of professional planning experience comparable to that gained as a Planner I 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 knowledges, skills and abilities necessary to perform the duties of this position will also be considered.

Planner III - Two years of professional planning experience comparable to that gained as a Planner II 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 knowledges, skills and abilities necessary to perform the duties of this position will also be considered.

Planner IV - Two years of professional planning experience comparable to that gained as a Planner III 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 knowledges, skills and abilities necessary to perform the duties of this position will also be considered.

DIVISION/DEPARTMENT: Planning and Development

	Compensation Group/Range	Class Code
Planner I	18/06	497
Planner II	18/08	502
Planner III	18/10	503
Planner IV	18/12	499

Approved:

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 John C. Hamilton  
 Human Resource Director

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 Date

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New Revised Title Change CG/Range Change Pers Board Approval