



**Professional
PLANNER III**
Community Development

Reports To: Executive Director
Accountable To: Executive Director
Date Prepared: February 2013
Date Revised: October 2019

Classification: Professional
Classification Level: Professional III
Exempt Status: Exempt
Employment Type: Regular, Full-time

GENERAL DESCRIPTION

The Planner III (PIII) is responsible for all aspects of the planning process to which they have been assigned. A PIII can address several functional areas of planning such as land use, comprehensive planning, community development, housing, urban growth management, transportation, demographic information, economic development, environmental issues, and other regional and community planning areas, or provide significant experience and technical expertise in a single functional area or program.

The PIII prepares and administers on-time, on-budget and to quality standards assigned work programs, develops scopes of work for agency budgets and grant applications, and authors plans and studies.

Work is performed with considerable latitude for independent judgment and action within the scope of agency programs and policies and may require oversight of lower tiered positions providing support to the assigned project or program.

ESSENTIAL JOB FUNCTIONS

This description reflects the general concept and intent of the classification. It should not be construed as a detailed statement of all the work requirements that may be inherent to the position.

Develops, coordinates and monitors scopes of work within work programs and budgets in assigned planning areas.

Develops grant applications and administers and maintains agreements through contracts with funding and participating agencies and organizations.

Communicates and interacts with elected officials and administrators of other agencies and organizations at the request and on behalf of the Director.

Provides technical and administrative assistance as staff planner for member organizations and committees.

Provides immediate supervision and training for assigned staff in analyzing public policy issues.

Responds to public inquiries for data, information on a particular planning process or program, and public policies, procedures and regulations.

Advises appointed and elected officials on public policy issues, planning procedures, comprehensive and special plans, and regulations.

Prepares and presents reports to hearing bodies, committees, community groups, and private organizations.

Participates in intergovernmental committees at the request and on the behalf of the Director to analyze, evaluate, and resolve public policy issues.

Establishes, implements, and/or oversees and establishes methodologies for data collection, analysis, and complex studies related to land use, transportation, community development, environmental impacts, historic preservation, and other topics.

Coordinates data collection and processing across functional areas to facilitate a consistent and comprehensive information system.

Advises the Director and decision-making/advisory boards on the need for program amendment or expansion.

Oversees, coordinates, and participates in the investigation, analysis, and preparation of documents for public policy issues, planning, and community development.

Scopes and reviews the work of consultants, contracting agencies, and other organizations as appropriate.

Provides city planning assistance, reviews land use applications for compliance with local, regional, and state plans, policies, and regulations. Develops staff reports and recommends action on land use applications, violations or appeals.

Recommends action or direction on land use applications, violations or appeals, subdivisions, comprehensive plan and zoning code changes and similar short-to-long range planning matters.

OTHER JOB FUNCTIONS

Performs other duties as assigned.

DISTINGUISHING POSITION CHARACTERISTICS

The Planner III classification is distinguished from other COG planning positions by end-to-end project responsibility, building projects in order to deliver on-time, on-budget and to quality standards, and leads the development of programs including reports, processes, and tools. The Planner III classification may or may not provide work direction to a project team.

KNOWLEDGE & ABILITIES

The knowledge and abilities reflect the general concept and intent of the classification. Whether the applicant brings these abilities to the job or is trained while on the job, they are considered an essential part of this job description.

Ability to establish and maintain effective working relations with agency members, planning staff, and the community.

Ability to prepare and administer work programs, budgets, grant applications and requirements, manage and adhere to work schedules and progress reviews.

Ability to work in a team environment to enhance the growth, development, and livability within the region.

Ability to write clear and concise reports, documents and plans and communicate effectively both orally and in writing with individuals and groups regarding complex or controversial public policy issues or regulations.

Advanced knowledge of a functional area of planning and its relationship to the comprehensive planning process, and/or technical expertise in a functional area of the planning process and the associated methodologies and techniques.

Experience with and enthusiasm for organizing, conducting, and participating in public meetings and hearings.

Knowledge of and demonstrated expertise in planning principles, practices, regulations, and techniques in the field of housing, community development, land use, environmental, transportation and other areas of planning.

Knowledge of and experience in research methods and the ability to compile, analyze and present data in meaningful formats and mediums.

Skills in graphic communication and computer applications appropriate for the assigned tasks, including familiarity and experience with GIS applications.

WORKING CONDITIONS

Work is generally performed in an office environment requiring extended periods of sitting and concentrating; exposure to computer related conditions with the occasional lifting of supplies/materials up to 30lbs

Duties involve travel to attend meetings and conduct work within the local region, state and on occasion, the nation

Working hours are flexible and on many occasions, attendance is required at meetings held after normal working hours

Working conditions require the ability to work well and complete duties under stress, deadlines, and while attending to multiple duties simultaneously

ESSENTIAL APPLICANT PREREQUISITES

Must be an experienced professional with a minimum of a Bachelor's degree in urban or regional planning or a related field and six to eight years of experience within a planning process related to urban or regional plans, comprehensive plans, transportation, or community development.

Must demonstrate prior project leadership experience including requisite planning, organizational and people skills.

Must possess a valid driver's license.