



# City of Tempe

## PLANNER I+

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	238		<i>FLSA Status:</i> Exempt
<i>Department:</i>	Community Development / Engineering and Transportation		<i>Salary / Hourly Minimum:</i> \$56,108
<i>Supervision Level:</i>	Non-Supervisor		<i>Salary / Hourly Maximum:</i> \$75,746
<i>Employee Group:</i>	NSU		<i>State Retirement Group:</i> ASRS
<i>Status:</i>	Classified		<i>Market Group:</i> Sr. Planner
<i>Drug Screen / Physical:</i>	N	N	<i>EEO4 Group:</i> Professionals

**DISTINGUISHING CHARACTERISTICS**

This is the entry level class in the professional Planner series. This class is distinguished from the Planner II+ by the performance of the more routine tasks and duties assigned to positions within the series including the responsibility for assignments in the fields of current or long-range planning which require the application of fundamental planning principles. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

**REPORTING RELATIONSHIPS**

Receives general supervision from higher level planning staff or from other supervisory or management staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Some directly related municipal planning experience is desirable.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course work in architecture, city planning, public or business administration, computer/physical sciences or degree related to the core functions of this position.
<i>License / Certification:</i>	None

**ESSENTIAL JOB FUNCTIONS**

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of professional level work involving the gathering, analysis and reporting of social, economic and engineering data for use in current and long-range planning; and to provide information and assistance on planning related matters to the public and other department staff.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Receive and review zoning and variance requests, construction and planning documents, traffic plans, development proposals and applications for compliance with appropriate regulations and policies.
- Research, analyze and interpret social, environmental, economic, population and land use data and trends; prepare written reports on various planning matters and elements of the general plan.
- Compile information, make recommendations and prepare planning reports on special studies pertaining to land use, capital projects and community development such as development of industrial sites, streetscapes/paths and park and recreation areas.
- Research and prepare reports and recommendations for a variety of Boards, Committees, and Councils; make public presentations and recommendations on various aspects of the planning program.
- Research, verify, update and draft ordinances for review; collect, record and summarize statistical and demographic information.
- Confer with and advise architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards.
- Compile information and assist in the preparation of site plans for private or public development and civic buildings; review commercial, industrial and residential development plans for code compliance; process permit applications.
- Answer questions and provide information to the public regarding zoning, land use and the general plan; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Participate in coordinating City planning activities with outside departments.
- Understand and adhere to city, state, federal policies, rules, and regulations.
- Participate in local boards and commissions, and regional and state committees.
- Prepare special project maps for presentations utilizing a variety of sources for information.
- Interface with Geographic Information Systems (GIS) staff regarding City of Tempe maps and GIS databases associated with them.
- Perform related duties as assigned.

- Physically present to perform the duties of the position.

**When assigned to Design, Preservation + Long Range Planning:**

- Exercise proficiency in graphics software such as Adobe Illustrator, Photoshop, InDesign, etc., and, to a lesser extent, SketchUp and/or AutoCad, in creating graphics, brochures, posters, drawings and other planning and design documents.
- Exercise proficiency with Google Earth/Maps, Assessor's Maps, GIS, etc. in creating graphics, posters and other planning and design documents.
- Participate/assist in coordination of public meetings and preparation of materials for dissemination to the public.
- Participate/assist in research and production of design guidelines for building types, character areas and historic districts.
- Receive direction from and work closely with Principal Architect, Project Management Coordinator and Senior Planner/Historic Preservation Officer on workgroup efforts.
- Demonstrate experience, ability and/or keen interest in one or more (ideally, all) of the following areas: architectural, urban and landscape design, physical planning and historic preservation.
- Communicate effectively with workgroup members, other departmental and City staff, neighborhood groups, board and commission members, as well as the general public.
- Interface with current planning staff to gather information on proposed and permitted development projects; prepare reports for internal and external distribution.

**When assigned to the Transportation Division:**

- Coordinate and provide design, technical support for transportation-related capital improvement projects, including neighborhood pedestrian design and traffic calming programs, and transit, bicycle and pedestrian plan implementation.
- Administer and coordinate federally funded projects; develop grant applications and design concept reports.
- Coordinate specification development, public input, and other pre-design elements of transportation capital projects.
- Perform cost analyses for transportation planning projects and programs.
- Prepare reports as required by Arizona Department of Transportation, United States Department of Transportation, Federal Transit Administration, Federal Railroad Administration, Federal Highways Administration, such as National Transit Database, Asset Management Inventory and others.
- Assist in the preparation or coordination of transportation demand forecasting models for small focused areas, citywide and regional Maricopa Association of Governments model.
- Work with travel demand forecasting software, and transit planning software similar to TRANSCad and HASTUS.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- Lift heavy objects up to 50 lbs.;

- Operate city vehicles (i.e. pickup truck and pool cars);
- Traverse uneven surfaces at construction sites;
- Traverse long distances during workday with or without an accommodation (at construction sites, either walking or biking 2 – 3 miles);
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- Work out-of-doors in inclement weather (at job sites);
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- May require working extended hours;
- May work alone for extended periods of time.

## COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective November 1988*

*Revised October 1995*

*Revised November 2010 (Removed optional driver's license statement)*

*Revised November 2014 (Added GIS Planning Assignment)*

*Revised August 2015 (substituted Design; Preservation & Long-Range Planning in lieu of GIS)*

*Revised December 2017 (update job duties)*

*Revised January 2018 (add physical activities and environmental settings)*

*Revised March 2019 (PW reorg – moved to Engineering and Trans. Dept.)*