

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Planner	Job Code: 2104, 2105, 2106
Date: December 6, 2016	EEOC Code: PR
FLSA Designation: Non-Exempt	Civil Service Status: Covered (Unclassified)

DEFINITION: This is professional planning work in Community Development.

CLASSIFICATION STANDARDS: Positions allocated to this class are responsible to the Community Development Director and/or a designated supervisor and perform all tasks under close to general supervision. The multiple levels of this career series are distinguished by the amount of supervision, knowledge, and skill needed. *Note: Employees are eligible for advancement in the career series as directed by policy.*

ESSENTIAL DUTIES: Planner I: Prepare and present staff reports to the Planning Commission; draft agreements or other documents which may be required to effectively implement policy; coordinate and carry out environmental policies and mandates affecting the City from State and Federal governments; review proposals for development within the flood plain and make recommendations; prepare damage survey reports and other required reports regarding flood activity and submit same; research, gather, and dispense planning and zoning information and other data to the public as requested; perform special studies on projects assigned by the Community Development Director or designee which may include such areas as land use, housing, environmental studies, computer modeling, traffic, street studies, or other related studies; assist other staff members as needed; perform other related work as required.

Planner II: Under general supervision, perform the essential duties of lower level planners; research, gather, and dispense data, including for planning and zoning, to the requesting public; may perform population estimates and projections; maintain and update data; may supervise subordinate employees.

Planner III: Independently perform the essential duties of lower level planners; help develop, maintain, and administer departmental policy; direct other staff in project research; assist in gathering and dispensing demographic, transportation, land use, building, and other information to the public; perform complex planning related estimates and projections; serve as the city's technical liaison with other government organizations.

MINIMUM REQUIREMENTS: Planner I: One (1) year of related experience at a level wherein the applicant provided technical support services to a professional planning function. **Planner II:** Either two (2) years of experience as a Planner I or three (3) years of comparable, job-related experience. **Planner III:** Either two (2) years of experience as a Planner II or five (5) years of comparable, job-related experience. A bachelor's degree in planning or closely related field is required for all levels. Additional education may be substituted for experience [each one year of post-secondary education/training for six months of experience].

License(s). A valid, lawful driver's license is required for all levels. **Planner II and III:** Employee must successfully complete the American Institute of Certified Planners (AICP) exam within one year of appointment.



SELECTION FACTORS: Knowledge of: the principles and practices of urban planning; planning implementation techniques; basic computer operations; goals and objectives of a planning and land-use program; the operations, functions, and terminology common to the work;

applicable laws, rules, and regulations; policies and procedures established for the work system; research methodology and statistical analysis; basic English composition, spelling, and grammar. Planner II and III need knowledge of: the Municipal Land Use Development & Management Act (UCA 10-9A); the Open and Public Meetings Act (UCA 52-4); the APA Ethical Principles for Planning; the Provo City Zoning Ordinance (Title 14); the Provo City Land Development (Subdivision) Ordinance (Title 15); the Provo City Nuisance (Chapter 7.01) and Administrative Enforcement Ordinances (Title 17). Planner III needs knowledge of: The Condominium Ownership Act (UCA 57-8); the Quality Growth Act (UCA 11-38); the Provo City Landmarks Ordinance (Title 16). **Skill In:** analyzing problems and identifying logical solutions and alternatives; preparing clear, concise, and informative reports and editing the work of others; coordinating activities with contractors/developers, boards and commissions, and the general public; communicating technical information in general terms; interpersonal contacts and public relations (with co-workers, developers, public, etc); practicing behaviors that build trust with others. **Ability to:** organize assigned work and develop effective work methods; research technical and specialized data and information and submit cognitive and succinct reports on findings; analyze complex problems and identify solutions; present matters clearly and persuasively before public bodies, management, and employees; read and comprehend a variety of administrative and technical data and relate it verbally or in writing; translate technical data and information into an easily understood format for presentation; establish and maintain effective working relationships with supervisors, other departments and staff, contractors/developers, and the public; deal with the public in stressful or negative situations and be professional, courteous, and helpful; demonstrate a high level of commitment to the principles of positive customer service; lead the work of others.

TOOLS AND EQUIPMENT USED: Vehicle, calculator, computer, drafting equipment, presentation charts, telephone, and other office equipment as necessary.

PHYSICAL DEMANDS: Sitting at a computer or desk for extended periods of time, driving to project sites or other locations, working extended hours as needed, and other varied physical activities associated with performing the essential duties of the job.

ENVIRONMENTAL FACTORS: Work location is inside with little or no occupational hazards except for exposure to potentially stressful circumstances, including the meeting of strict deadlines, contact with individuals in confrontational or uncomfortable situations, and other stressful conditions related to the workplace. May include exposure to adverse weather conditions.

 Department Director	1 Dec 2016 Date
 Mayor/Chief Administrative Officer	12/6/2016 Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.