

## CITY OF COLLEGE PARK, MARYLAND

### CLASS SPECIFICATION

**CLASS TITLE:** PLANNER

**FLSA Status:** Exempt

**GENERAL CLASS DESCRIPTION:** Positions in this classification research, analyze and report social, economic, environmental and other related data for use in city planning and economic development activities. Positions perform professional work in the preparation of community, economic and land use plans and the review of zoning and subdivision applications. Work involves identifying research methods and informational sources, and analyzing, extracting and interpreting information from project plans, manuals, regulations and other references and planning documents. Performs work under the general supervision of the Planning Director who reviews work through the evaluation of the employee's reports and recommendations.

#### **ESSENTIAL JOB FUNCTIONS:**

**The following duties are typical for this classification. Not all the listed duties may be required and other duties may be required or assigned.**

- Reviews subdivision, zoning, special exception, variance and other development plans for compliance with applicable regulations, completeness, and compatibility with master plan and/or surrounding development.
- Analyzes zoning and development applications and prepares reports and recommendations for the City Council and Advisory Planning Commission; presents cases before City Council and Advisory Planning Commission; and prepares visual and other materials to accompany presentations.
- Researches land use and planning topics in support of department efforts and activities.
- Serves as project manager for the implementation of specific planning projects.
- Represents the City's position on planning and zoning matters before County Government bodies.
- Serves on boards, committees and citizen groups relating to planning and economic development; conducts research associated with these groups.
- Prepares grant applications for planning and implementing community development activities and projects. Prepares Request for Proposals for consultant services; reviews proposals; and assists with selecting consultants for hire.
- Responds to requests for information and reports from the Mayor, City Council, other City Departments and other public agencies. Responds to inquiries from the general public.
- Creates promotional and informational material for the City including statistical analyses.

#### **KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.**

##### **Technical Knowledge:**

- General knowledge of the techniques, principles and methods for identifying, researching, analyzing and interpreting planning, and economic development data relevant to the design and development of urban or regional areas and community development activities.
- General knowledge of the various ordinances, codes and regulations pertaining to planning or urban development.

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- General knowledge of the techniques for preparing maps, charts, sketches and complex graphics.
- General knowledge of principles and procedures of statistical analysis.
- General knowledge of the layout and geography of the City.

### **Physical Requirements:**

- Ability to operate a variety of office equipment to include computers, facsimile, and copying machines.
- Ability to lift and carry files and audio-visual equipment to and from public meetings.

### **Language Ability & Interpersonal Communications:**

- Ability to read, interpret and apply maps, development plans, technical reports, planning and zoning ordinances and related documents.
- Ability to prepare and present reports, materials and analyses of planning and economic development information, both orally and in writing. Ability to create written analytical reports and oral presentations on planning issues.
- Ability to communicate and effectively work with co-workers, City officials, Council members, County officials, other professionals, board members and citizens regarding planning and economic development issues.

### **Environmental Adaptability**

- Work is typically performed in an office environment. Field work is sometimes required.

### **ACCEPTABLE TRAINING AND EXPERIENCE**

Requires a bachelor's degree (Master's degree preferred) in urban planning, economic development or a related field; and 1 - 2 years of experience reviewing, analyzing and reporting on planning and/or zoning information; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

*College Park is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*