

City of Fort Worth, Texas Job Description

Classification Title	Planner		
Job Code:	PR2030	Job Family:	Professional
Pay Grade	608	Date Reviewed:	07/15/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Performs professional planning functions within assigned division related to comprehensive or current planning. Gathers and reports pertinent social, economic, and physical data relevant to planning activities; and provides professional assistance to supervisory and management staff.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Researches and analyzes data to identify trends or needs; and makes recommendations or develops strategies to address needs.
2. Processes Minor Rehabilitation projects that require categorical subject to environmental clearance. Determines level of environmental reviews required; and creates and submits Historical Registry Map for Section 106 Review.
3. Conducts differing levels of environmental clearance for federally funded projects, including homes, streets, parks, multifamily housing and community facilities.
4. Develops strategies/plans for urban renewal/development.
5. Participates in the review of proposals and applications for compliance with appropriate regulations and policies; and prepares reports on recommendations, as requested.
6. Provides professional assistance to other city departments, private developers, non-profit organizations, neighborhood groups and citizen committees in the development and implementation of assigned community planning activities. Makes presentations to various boards, commissions, departments, and committees.
7. Assists in reviewing proposals for funding; and assists with preparing grant applications, as needed.
8. Answers questions and provides information to the public; investigates complaints; and recommends corrective action as necessary to resolve complaints concerning the city's planning functions.
9. Assists in Development plans and strategies for housing, neighborhood revitalization and human services. Guides expenditure of federal and local funds as well as private investments.

10. Assists Senior Planner to perform special studies in program evaluation, labor market trends and demand occupations; and compiles statistical data.
11. Coordinates planning activities for workforce development programs, as assigned.
12. Creates multiple types of Geographic Information System maps for environmental review, as assigned.
13. Assists in conducting studies and developing designs relating to the protection, rehabilitation and restoration of district sites, buildings, structures, and artifacts significant in history, architecture, archeology, or culture.
14. Develops contracts for execution; assists in reviewing requests for contract modifications; and provides information to staff on subcontracted services.
15. Performs other related duties as required.
16. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Methods, principles and practices of city planning and urban design.
 - Methods and techniques of problem solving, research procedures, and public relations.
 - Principles and practices of urban economics and community development.
 - Site planning and architectural design techniques and methods.
 - Principles and practices of city employment and training, if applicable.
 - Principles and practices of the Police Department, if applicable.
 - Current literature, information sources, and research techniques in the field of municipal planning.
 - Pertinent Federal, State and local laws, codes and regulations applicable to municipal planning.
 - Housing and Urban Development Environmental Review Procedures.
- **Skill in:**
 - Research and analysis.
 - Computers and applicable software.
 - Organization, time management, and recordkeeping.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Assist in interpreting planning and zoning activities to commissions, boards, developers, and the general public.
 - Analyze and compile statistical planning information.
 - Prepare and present graphical presentations.
 - Perform specific project tasks individual to assigned departments or divisions.
 - Investigate properties and structures for compliance with current City zoning codes and regulations, as assigned.

- Compile training bulletins, departmental correspondence, brochures, pamphlets, proposals, and manuals, as assigned.
- Interpret and explain City planning and design policies and procedures.
- Prepare clear and concise reports.
- Conduct projects with short deadlines.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Planning, Urban Planning or Design, Public Administration, Urban Geography, or a related field and two years of experience in planning, urban design, research and statistical analysis, or related field.

OTHER REQUIREMENTS

Valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.