



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 833.9

Job Title: **Planner IV**

Pay Grade: 24

GENERAL SUMMARY:

The position requires advanced professional planning experience of heightened complexity and variety. Some functions are similar to those of the Planner III; however, as a front-line supervisor, the position involves scheduling, supervision, and evaluation of work for personnel.

RESPONSIBILITIES:

- Supervises personnel in the review or implementation of specific planning programs, regulations, or ordinances.
- Consults, or assists in consulting, with community groups, government agencies, stakeholders, and appointed officials in the development and implementation of regulations, planning documents, or programs.
- Presents detailed reports or studies to government bodies.
- Assists in the development of planning studies in support of new or updated plans, planning programs, or regulations.
- Writes formal and technical reports, planning documents, and correspondences.
- Reviews development proposals of heightened complexity for compliance with applicable regulations.
- Researches and compiles information on a variety of planning issues from multiple sources in order to formulate recommendations on policies and regulations.
- Prepares maps and other graphical representations of data of varying complexity.
- Works closely with the public on planning programs, requirements, or ordinances.

SPECIFICATIONS:

KNOWLEDGE:

Requires well-developed knowledge of planning principles, practices, and policies; as well as in-depth knowledge within one or more planning specialties. Knowledge of this level is typically obtained through experience and a Bachelor's degree in Urban Planning, Architecture, Civil Engineering, Geography, Public Policy or an equivalent in-depth specialized training program that is directly related to the type of work being performed.

EXPERIENCE:

Six years of progressively responsible planning experience required.

A Master's degree in Urban Planning, Architecture, Civil Engineering, Geography, Public Policy or closely related field may be substituted for two years of experience.

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies, and/or precedents. Advanced analytic ability is required in applying guidelines, policies and procedures, and in adapting standard methods to fit facts and conditions.

SPECIFICATIONS (cont'd):

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with a manager available to answer more difficult questions.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision, and evaluation of work as a "first line supervisor". This position has limited levels of input as it pertains to personnel actions such as hiring, termination, and pay changes of non-supervisory personnel.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals, managers, and Assistant Directors. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with citizens, visitors, and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves information exchange and/or simple service activity requiring moderate tract and cooperation.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

- Assistant Planner
- Planner I
- Planner II
- Planner III
- Planner IV
- Principal Planner
- Planner Manager

Effective: March 2016