



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 832.2

Job Title: **PLANNER**

Pay Grade: 16

GENERAL SUMMARY:

Conducts specialized planning activities through technical research, analyses and projections. Provides information assistance to general public inquiries concerns and needs.

RESPONSIBILITIES:

- Conducts and performs various technical reviews, analyses and designs to calculate projections for various projects.
- Prepares technical presentations by collecting and compiling all statistical and graphical information from a broad and varied database.
- Provides information to the general public by researching and responding to citizens' inquiries and concerns.
- Provides staff support to specific organizations and commissions.
- Possesses working knowledge of specific city ordinances to evaluate compliance.
- Monitors adherence of contracts to required specifications.
- Reviews bids for equipment and supplies; prepares purchase requisitions and orders.
- Performs special research projects as required for other departments.

SPECIFICATIONS:

KNOWLEDGE:

Requires application of advanced principles, techniques and theory in a professional discipline or a thorough general business management knowledge. Knowledge of this level is typically obtained through a Master's degree in Urban Planning, Architecture, Civil Engineering or equivalent formal training in a recognized field of specialization that is directly related to the type of work being performed.

EXPERIENCE:

No experience is required. Professional planning experience may substitute for the education requirement on a year-for-year basis.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and procedures.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. 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 tact 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:

Associate Planner
Planner
Senior Planner
Planner Leader