



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 832.3

Job Title: **SENIOR PLANNER**

Pay Grade: 20

GENERAL SUMMARY:

Performs administrative and comprehensive planning activities. Provides information assistance to the general public as well as to other City departments.

RESPONSIBILITIES:

- Provides information assistance and consultation to professional organizations, developers, the business community and the general public.
- Coordinates and conducts technical reviews.
- Monitors and makes recommendations on various projects and programs conducted by external departments, agencies and organizations.
- Monitors and acts as a liaison in the coordination of accounting and purchasing activities.

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:

Two years of progressively responsible planning experience are required. Professional planning experience may substitute for the education requirement on a year-for-year basis.

COMPLEXITY:

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

IMPACT OF ACTIONS:

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

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No indirect report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

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 requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

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

*Effective: October 1990
Revised: December 2013*