



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 832.4

Job Title: **PLANNER LEADER**

Pay Grade: 24

### **GENERAL SUMMARY:**

Develops and coordinates comprehensive planning activities within established parameters of specific ordinances. Provides technical assistance and liaison relationships to organizations, agencies, the general public and other City departments.

### **RESPONSIBILITIES:**

- Develops and coordinates comprehensive planning activities.
- Provides technical assistance to various organizations, agencies and individuals.
- Develops and implements special programs.
- Serves as liaison to a broad range of committees and organizations.
- Researches and formulates recommendations to specific commissions, etc.
- Reviews projects for compliance with specific ordinances.

### **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:**

Four 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 is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

#### **IMPACT OF ACTIONS:**

Errors in work cause some expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions such as hirings, terminations and pay changes.

#### **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 substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

### **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*