



CITY OF HOUSTON

JOB DESCRIPTION

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