



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 833.8

Job Title: **Planner II**

Pay Grade: 20

GENERAL SUMMARY:

The position is a professional planning position of moderate difficulty and complexity. It is characterized by increasingly specialized knowledge of the planning field and more elevated level of required duties and responsibilities compared to a Planner I. The position is expected to possess in-depth knowledge within one or more planning specialties.

RESPONSIBILITIES:

- Presents, or assists in presenting, 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, or assists in writing, formal and technical reports, planning documents, and correspondences.
- Reviews development proposals of moderate complexity for compliance with applicable regulations.
- Provides technical assistance and recommendations in the administration of specific planning programs, regulations, or ordinances.
- Researches and compiles information on a variety of planning issues from multiple sources.
- 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 demonstrated knowledge of principles and practices of planning, 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:

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

SPECIFICATIONS (cont'd):

SUPERVISION EXERCISED:

Direct Supervision:

No direct report.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professional and supervisors. Interaction requires moderate tact and cooperation; e.g., answering questions, 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., answering questions, resolving problems and/or obtaining necessary information.

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