

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB173 Planner III
POSITION #/TITLE: 0645, 0714, 0782, 0919, 0953, 1699, 2410, 2411, 2666 Planner III	Adopted: 10-03
	Revised: 02-14

POSITION DESCRIPTION

Dept: Community Development	Manager Level: Program Administrator
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 13
Reports To Position #/Job Code #/JC Title: 1699/NB463/Assistant Community Development Director	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Performs advanced-level project management responsibilities for complex projects, under limited peer review from the Assistant Community Development Director or the Community Development Director; leads in the development of long-range plans and planning activities, including redevelopment, economic development, transportation, and others. Leads cross functional teams including members from various city departments.

Distinguishing Features of the Class

More experience, limited peer review, increased complexity/diversity of assignments and increased project management responsibilities. Gives work direction to Planner I or II and other Community Development staff on project basis, with increasing frequency.

Examples of Essential Work (Illustrative Only)

Plans and manages complex Community Development planning projects of high impact upon the city (land use, annexation, transportation, utility, and others);
 Performs complex research on proposed projects;
 Writes technical reports and maintains a wide variety of records;
 Provides peer review to Planner I and II employees in Community Development planning projects;
 Completes policy analysis and framing;
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;
 Attends work regularly at the designated place and time;
 Supports continuous process improvement initiatives;
 Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of urban planning principles and practices for community development activities including planning, redevelopment, economic development and related ordinances, rules and regulations;
 Thorough knowledge of the process of urban planning projects;

Thorough knowledge of local and State laws and regulations pertaining to urban planning, economic development and related operations;
Thorough knowledge of transportation and planning funding;
Demonstrates an ability to plan and manage all portions of multiple, complex community development planning projects;
Demonstrates an ability to meet deadlines, define, measure and evaluate results;
Demonstrates an ability to gather information needed for budget development purposes;
Responsible for final designs, project plans, specifications, and cost estimates;
Demonstrates ability to facilitate multidisciplinary teams;
Demonstrates ability to organize and facilitate public engagement activities;
Demonstrates an ability to speak and make presentations;
Demonstrates an ability to produce technical reports and other correspondence;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in Urban Planning or a closely related field; and
Extensive (7+ years) experience with urban planning projects, including advance-level project management; or
Master's Degree in Public Administration, Urban Planning or a closely related field; and
Some experience in urban planning; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Driver's License.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to review a wide variety of written correspondence, reports and related material in both electronic and hard copy form;
Sufficient manual dexterity, which permits the employee to operate a keyboard and produce handwritten materials and notations;
Sufficient personal mobility, which permits the employee to visit other work stations in the City.