

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB315 Planner I
POSITION #/TITLE: 0645, 0714, 0782, 0919, 0953, 1699, 2410, 2411 Planner I	Adopted: 10-03
	Revised: 12-16

POSITION DESCRIPTION

Dept: Community Development	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 09
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

Provides professional services and assistance for a range of planning, redevelopment, economic development and related Department services and activities; performs related work as required.

Distinguishing Features of the Class

This is an entry-level professional position; work assignments are introductory-level, supporting professional staff project teams and under direct supervision. Based on experience and knowledge, some leeway is granted for the exercise of independent judgment and initiative.

Examples of Essential Work (Illustrative Only)

Long-range Planning:

Coordinates the development and implementation of long-range planning activities, including land use, historic preservation, transportation, social, economic, and environmental sustainability analysis and others;

Develops and maintains GIS-based projects for data analysis related to long-range planning, annexations, and infrastructure investment;

Researches best practices and innovative strategies related to long-range planning activities and other planning principles and projects and makes appropriate recommendations;

Prepares reports, open house display materials and documentation related to planning projects;

Land Development:

Provides information and responds to internal requests and questions from the public, developers, and others regarding City Comprehensive Plan policies, sub-area plan policies, historic preservation plan policies, the historic preservation ordinance, brownfields redevelopment, economic development, zoning, and general land use/development issues;

Analyses and prepares recommendations for ordinance and policy amendments for consideration including amendments to the Comprehensive Plan, zoning ordinance, historic preservation ordinance, and others;

Prepares reports and provides staff support for Planning Commission, Historic Preservation Commission, Visual Arts Commission and other City appointed Committees and Commissions;

Economic Development and Neighborhood Services:

Coordinates the administration of the Neighborhood Services Program including coordinating neighborhood workshops, Neighborhood Association work plans and budgets, and other related activities; Researches best practices and innovative strategies for increasing quality of life and social offerings for the purposes of workforce retention and attraction;

Assists in research, reports and documentation regarding City participation in proposed economic development projects;

Assists in evaluation and monitoring of public improvements related to economic development projects and urban renewal areas;

General Related Work:

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

Some knowledge of principles and practices for Community Development activities including planning, transportation, zoning, historic preservation, redevelopment, economic development and related ordinances, rules and regulations;

Some knowledge of principals of local and State laws and regulations pertaining to urban planning, zoning authorities, economic development and related operations;

Ability to prepare accurate and reliable reports including appropriate findings, conclusions and recommendations;

Ability to present technical information to the public in clear, concise and easily understandable manner;

Ability to research and analyze community development issues;

Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;

Ability to work cooperatively and to maintain effective working relationships to accomplish job 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

Some professional experience with an urban planning agency or firm; or

Master’s Degree in Urban Planning or a closely related field; and

Some professional or intern experience with an urban planning agency or firm; 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 operate equipment and tools;

Sufficient manual dexterity, which permits the employee to operate equipment;

Sufficient personal mobility, which permits the employee to visit other work stations in the City.