

ASSOCIATE CITY PLANNER

General Statement of Duties and Responsibilities

Under direction, performs difficult and responsible work in city planning; may supervise subordinate personnel. There are two assignment levels. All personnel perform related work. The following are typical assignments within this class of positions.

Assignment Level I

Formulates and coordinates implementation of work program in area of assigned responsibility.

Designs and supervises administration of appropriate forms of data collection.

Performs specialized research and analysis related to functional or community planning; directly utilizes all automated research and analysis tools to conduct assigned studies.

Identifies and recommends policy or local planning issues which require special study; develops alternative solutions to policy issues or local area planning problems; evaluates and recommends solutions.

Addresses private and public groups, explaining the objectives, techniques and implications of government policies or plans.

Develops new policies and procedures to assist management in the institution of new planning management systems.

Supervises subordinate staff as required.

Assignment Level II

In addition to performing tasks described above, serves as administrative technical expert to executive staff. Provides expert counsel to top-level agency managers on a wide variety of community and functional planning issues which require highly specialized technical knowledge and authoritative interpretation of policies, legislation, regulations and standards as applied to highly complex problems involving land use, zoning, infrastructure, environmental or other planning issues; evaluates existing resources to determine needs and recommends policies, procedures and action plans.

C-XI  
CITY PLANNING  
OCCUPATIONAL GROUP [127]

CODE NO. 22123

ASSOCIATE CITY PLANNER (continued)

Qualification Requirements

A baccalaureate degree from an accredited college and four years of satisfactory experience in city planning . Graduate work leading to an advanced degree in city planning, urban design, architecture, landscape architecture, transportation engineering, or related fields may be substituted for up to two years of experience on the basis of 30 semester credits for one year of experience.

Direct Lines of Promotion

From: City Planner (22122)

To: Administrative City Planner (10053)