

**CLASS SPECIFICATION**  
**City Planner II**

FLSA Status: Exempt  
Union Representation: Professional and Technical Employees (PTE)

**GENERAL PURPOSE**

Under general direction, performs advanced professional planning and project coordination in one of several planning specialties; applies advanced planning knowledge to assignments and to the coordination of projects from inception to completion, coordinates multiple projects, planning processes and/or complex projects in a specialty field; serves as bureau representative on task forces, technical advisory committees and interagency work groups; and performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS**

City Planners II serve as project coordinators or lead planners on complex and often politically sensitive planning projects, land-use review cases or significant technical planning studies, with responsibility from inception to completion of all project or study activities. Incumbents are responsible for planning and implementing citizen involvement and public information components of project plans and review processes and for providing technical support to project advisory committees. Incumbents are expected to apply their technical expertise and exercise sound independent judgment and initiative in developing solutions and making recommendations to resolve problems consistent with legal regulatory and policy provisions. Work is performed with limited supervisory monitoring and direction and results are reviewed generally for quality of research, analysis and recommendations.

City Planner II is distinguished from Senior City Planner in that incumbents in the latter class serve as team leaders, project managers, or key resource for a team of planners and technicians and are required to exercise significant problem-solving ability on complex or political issues involving frequent contact with elected and appointed officials.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Coordinates complex planning projects to develop policies, planning recommendations or develop solutions to long- and short-term problems; designs and coordinates projects by identifying problems, determining methodology, setting project goals and objectives and developing work plans and budgets.
2. Reviews particularly complex project proposals and plans; evaluates project proposals or plans for compliance with applicable codes, criteria, requirements and regulations, particularly where the project proposals or plans have multiple interrelating components, are subject to evaluation by multiple competing interests, or where significant public controversy is anticipated.

3. Develops and monitors the work program of technical and citizen advisory committees, professional service contractors, inter-bureau work groups and ad-hoc project-specific teams; assists to draft scope of work documents, requests for proposals, funding proposals, budget-related documents, and public outreach strategies.
4. Develops and manages professional service contracts and intergovernmental agreements; drafts requests for proposal, contracts, and scope of services; participates in consultant selection process; coordinates and reviews work of consultants; monitors work programs and schedules to ensure terms of contract are met and project completed in a timely manner.
5. Develops and implements public involvement and outreach processes.
6. Researches policy issues and conditions; collects information regarding study needs from other sources; conducts and analyzes surveys, inventories and evaluations; conducts studies on sensitive planning issues.
7. Prepares written and graphic materials and presentations; makes oral and visual presentations to policy and decision-making bodies.
8. Answers questions, problem solves and provides information and assistance to the public in person, by telephone and in writing; documents citizen feedback; attempts to resolve problems and differences among different competing interests while meeting the intent of Code and planning policy.
9. Conducts and facilitates public meetings and workshops; coordinates work with outside groups, inter-bureau representatives and co-workers to discuss issues and develop bureau policy.
10. Facilitates and works with technical and citizen advisory committees to develop plans, projects, and policies.
11. Presents reports to the City Council and other review bodies.
12. Conducts site visits, collects field data, verifies site conditions and notes onsite problems.
13. Responds to questions from other bureaus, developers, agency and industrial professionals, the public and media representatives regarding projects under review, code interpretations and other planning issues.
14. Seeks information about new regulations, pending legislation and trends in planning that impact bureau programs and processes.

#### **OTHER DUTIES**

1. Performs peer reviews of the work of co-workers; mentors less senior planners or interns.

2. Participates and represents the bureau on committees, councils, boards and neighborhood groups regarding local and regional planning issues; serves on technical advisory committees.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Theory, principles, standards and practices of urban planning.
2. Project and contract management techniques, methods, practices and standards.
3. Application of land use, physical and environmental design, ecology and zoning theory and practices to complex planning development reviews or policy development issues.
4. Applicable local, state, regional and federal laws, regulations, codes, requirements and criteria.
5. Math concepts, including statistical analysis techniques and formulae relevant to the planning process.
6. Terminology, symbols, methods, techniques, instruments and sources of information used in planning.
7. Local government organization and the functions and practices of municipal planning.
8. Methods and techniques of developing and implementing citizen involvement or outreach processes.
9. Computer use, applications and software pertaining to the work.

### **Ability to:**

1. Understand, interpret, explain and apply federal, state and local laws, regulations, policies, procedures and standards and planning principles and practices to specialized, complex or diverse planning processes.
2. Manage projects and contracts including budgets, schedules and quality of work product.
3. Understand and apply City policy in formulating recommendations, resolving complex issues or recommending policy changes.
4. Present ideas and requirements clearly and persuasively, orally and in writing; negotiate resolutions to problems or conflicts.
5. Prepare clear, concise and comprehensive technical documents, reports, correspondence and other written materials.

6. Exercise sound independent judgment and reach appropriate conclusions within established policies and guidelines.
7. Deal with difficult people, angry citizens, and upset applicants and resolve their issues within the confines of laws, rules, policies and processes.
8. Establish and maintain effective working relationships with developers, property owners, elected officials, bureau management and staff, representatives from other bureaus, community representatives, the public and others encountered in the course of the work.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a college or university with an undergraduate or graduate degree in urban planning or a closely related field; and four years of progressively responsible professional planning experience; or an equivalent combination of training and experience. Experience in a public agency is preferred.

**Licenses; Certificates; Special Requirements:**

A valid state driver’s license may be required for certain assignments.

AICP certification is desirable, but not mandatory.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

**SPECIALTIES**

Positions in this class are assigned to one of the following specialties: Economics (ECON), Environmental (ENV), Land Use (LNDU), Parks (PARK), Transportation (TRA), Transportation Modeling (TRAM), Urban Design (URD), or Water Resources (H2O).

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**Class History:**

- Adopted: 01-01-90 Planner A class created as a result of consolidating the following COPPEA classes:  
                   3230 City Planner I  
                   3232 City Planner II  
                   3227 Transportation Modeling Specialist
- Revised: 08-31-94 Revised all portions of the specification and defined the Transportation specialty.
- Revised: 04-03-95 Spec reviewed for use of supervisory language.
- Revised: 07-01-01 Spec revised as part of the COPPEA classification and compensation study. City Planner II (6133) class created from the following COPPEA classes:  
                   3229 Planner
- Revised: 09-09-05 “Specialties” section added.

Revised: 08-01-06 Spec history revised to reflect pre-2001 COPPEA Study history. Spec formatting modified.

June 2009 - Change Job Class number from 6133 to 30000383 (ECON), due to system change.

June 2009 - Change Job Class number from 6133 to 30000384 (ENV), due to system change.

June 2009 - Change Job Class number from 6133 to 30000385 (LNDU), due to system change.

June 2009 - Change Job Class number from 6133 to 30000386 (PARK), due to system change.

June 2009 - Change Job Class number from 6133 to 30000387 (TRAM), due to system change.

June 2009 - Change Job Class number from 6133 to 30000388 (TRA), due to system change.

June 2009 - Change Job Class number from 6133 to 30000389 (URD), due to system change.

June 2009 - Change Job Class number from 6133 to 30000390 (H2O), due to system change.

Revised: 07-01-12 Urban Design Specialty revised to include historic preservation

July 2017 – Updated union name from COPPEA to PTE

Revised: 01-18-18 Revised (H2O) specialty to include wastewater or stormwater.

## **30000383 - Economic Specialty (ECON)**

### **GENERAL PURPOSE**

Within the scope of the City Planner II General Purpose, this specialty, under general direction, performs advanced professional economic planning work and coordination; applies economic planning knowledge to assignments and to the coordination of projects or processes from inception to completion, coordinates multiple projects/processes; and performs related work as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Applies economic planning concepts to land-use planning projects; performs various qualitative and quantitative analyses of economic and demographic data; conducts studies to support planning projects, and prepares economic development policy and implementation strategies.
2. Indexes, files, updates, researches and compiles economic and demographic data; evaluates appropriateness and validity of data for use in projects and makes recommendations; prepares reports; maintains and manages bureau files, procedural updates and information.
3. Prepares a variety of written communications, including analytical reports, correspondence, staff meeting agendas, meeting minutes, staff recommendations, final reports and public notices; creates and revises public information materials.
4. Works with technical and citizen advisory committees and stakeholder groups.

### **MINIMUM QUALIFICATIONS**

Positions assigned to this specialty must meet the following minimum qualifications in addition to the core Minimum Qualifications requirement of this classification.

#### **Knowledge of:**

1. Theory, principles, standards, practices and information sources of economics as applied to urban land-use planning.
2. Variety of data sources for land use economics.
3. Inter-relationships between various land-use issues, economic issues, and other planning areas.

#### **Ability to:**

1. Prepare or assist in the preparation of complex economic analyses in the context of land-use planning.
2. Perform technical research and analysis of land-use planning issues or problems, evaluating alternatives and recommending effective courses of action.

3. Understand, interpret, explain and apply federal, state, regional and local law, regulations, policies, procedures and standards, and planning and economic principles and practices to complex, specialized and diverse land-use planning processes.
4. Understand and apply economic and economic development concepts in urban and regional policy development.
5. Access and analyze economic data and forecasts in combination with demographic, social, environmental, and related information to support planning projects.

## **30000385 - Land Use Specialty (LNDU)**

### **GENERAL PURPOSE**

Within the scope of the City Planner II General Purpose, this specialty, under general direction, performs advanced professional land-use planning and project coordination; applies advanced land-use planning knowledge to assignments and to the coordination of projects or processes from inception to completion, coordinates multiple projects/processes and/or complex projects in the land use specialty field; and performs related work as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Recommends approval or denial of quasi-judicial land-use application where a City Council Hearing is required or anticipated; prepares findings of fact for the consideration of City Council; organizes and delivers presentations to the City Council on appeal of a quasi-judicial land-use decision or in the context of a legislative planning project to amend the Zoning Code, Comprehensive Plan, or other land-use policies/regulations.
2. Advises and assists the City Attorney to prepare findings of fact and compile other case/project-related materials where there has been an appeal of a City land-use decision to the Oregon Land Use Board of Appeals.
3. Coordinates between specific legislative and quasi-judicial and administrative land-use planning functions within the City.
4. Develops, shares and coordinates a specialized body of knowledge related to specific geographic area to the City, a specific institution, or a specific City function; applies specific geographic, institutional or program-specific knowledge to a legislative, quasi-judicial or Planning and Zoning function (for example, a specific area or neighborhood plan, a specific master plan for a large institutional campus, or a specialized Planning and Zoning permit facilitation function).
5. Develops and modifies land-use plans, policies, regulations and guidelines including analyzing, interpreting and drafting zoning and land-use codes; drafts new or revised codes and ordinances; researches and makes recommendations for revisions to official zoning maps; processes zoning map errors for the environmental overlay zones and makes procedural recommendations for general zoning map error requests.
6. Provides information, interpretations and assistance to developers, property owners and the public regarding land-use laws, policies, regulations, standards and procedures with respect to the submission of plans, processing of applications, Code requirements and alternative options to meet Code requirements; reviews proposal applications to ensure they are complete; prepares suggestions for applicants.
7. Indexes, files, updates, researches and compiles data from bureau and applicant records; conducts special projects and studies; evaluates appropriateness and validity of data for use in projects and makes recommendations; identifies regulations specific to project; researches sites for legal



descriptions, land-use review history and environmental characteristics; researches land-use cases; prepares reports; maintains and manages bureau files, procedural updates and information.

8. Prepares a variety of written communications, including analytical reports, correspondence, staff meeting agendas, meeting minutes, staff recommendations, final reports and public notices and decisions; creates and revises application forms, templates, review sheets and public information materials.
9. Prepares oral and written responses to staff recommendations for legislative zoning code amendments; reviews and comments on proposed zoning text amendments and state legislative land-use bills proposed by the City; writes legislative findings to address regional land-use regulations.
10. Works with other planners to ensure consistent administration and interpretation of the Zoning Code.

### **MINIMUM QUALIFICATIONS**

Positions assigned to this specialty must meet the following minimum qualifications in addition to the core Minimum Qualifications requirement of this classification.

#### **Knowledge of:**

1. Theory, principles, standards, practices and information sources of land-use planning.
2. Variety of data sources for land-use information and planning data.
3. Federal, state, regional and local laws, policies and programs applicable to land-use planning.
4. Inter-relationships between various land-use issues and other planning areas.

#### **Ability to:**

1. Understand, interpret and apply land-use laws, regulations and policies to a variety of moderately complex land use and zoning development proposals.
2. Understand and apply City policy in formulating recommendations on specific requests for quasi-judicial adjustments.
3. Work closely with land-use attorneys, applying knowledge of land-use law, legal decision-making processes and applicable terminology.

## **3000388 - Transportation Specialty (TRA)**

### **GENERAL PURPOSE**

Within the scope of the City Planner II General Purpose, this specialty, under general direction, performs advanced professional transportation planning and project coordination; applies advanced transportation planning knowledge to assignments and to the coordination of projects from inception to completion; coordinates multiple projects and/or a single complex project; and performs related work as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Designs and coordinates projects by identifying problems, determining methodology, setting project goals and objectives, and developing work plans and budgets.
2. Develops transportation plans, policies and programs supporting City goals, private development and other agency activities.
3. Performs complex feasibility studies, including use of transportation modeling to deals with a variety of transportation issues, policies and projects.
4. Participates in land-use development reviews, attends pre-application conferences and prepares written recommendations on transportation issues associated with various land development proposals.
5. Facilitates and works with technical and citizen advisory committees; monitors work programs and schedules to ensure timely project completion.
6. Uses forecasting, modeling and projection methodologies to research and analyze a variety of complex transportation issues such as traffic flow, mass transit, development of light rail, air quality, parking, encroachment on public right-of-way and capital improvement projects and alternative solutions; develops recommendations and policies.
7. Negotiates decisions between representatives of PDOT, other City agencies and citizens.

### **OTHER DUTIES**

1. Prepares grant applications; prepares project status reports.

### **MINIMUM QUALIFICATIONS**

Positions assigned to this specialty must meet the following minimum qualifications in addition to the core Minimum Qualifications requirement of this classification.

#### **Knowledge of:**

1. Theory, principles, standards, practices and information sources of transportation planning; including a variety of data sources for traffic flow and engineering information, transit operations, pedestrian planning data, employment, business and demographic data

2. Application of transportation planning practices to complex transportation planning studies or policy development issues.
3. Federal, state, regional and local laws, policies and programs applicable to transportation planning.
4. Inter-relationships between various land use and transportation issues.
5. Advanced transportation modeling and geographic information system techniques and software.
6. Transportation financing practices and processes.

**Ability to:**

1. Select and use transportation modeling techniques, methodologies and software to address complex transportation problems.

## **30000387 - Transportation Modeling Specialty (TRAM)**

### **GENERAL PURPOSE**

Within the scope of the City Planner II General Purpose, this specialty, under general direction, performs advanced professional transportation modeling assignments and project coordination; applies advanced transportation planning and modeling knowledge to the completion of assignments and coordination of projects from inception to completion; coordinates multiple projects and/or a single complex project; and performs related work as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Designs and manages projects by identifying problems, setting project goals and objectives and determining data needed for study, level of accuracy and parameters required, time lines and methodology to be used; selects appropriate software packages to provide required data; develops work plans and budgets; monitors work programs and schedules to ensure timely project completion.
2. Uses computerized modeling techniques, such as forecasting, capacity analysis, and signal operations to determine potential impacts on new development or changes in signal timing, street routing, parking, traffic circulation and land use.
3. Writes technical reports and makes recommendations based on research and basic analysis of data for presentation.
4. Participates in land-use development reviews and prepares written recommendations on transportation issues associated with various land development proposals.
5. Facilitates and works with technical and citizen advisory committees.
6. Selects and uses forecasting, modeling and projection methodologies appropriate to the research and analysis of a variety of complex transportation issues and alternative solutions; develops recommendations and policies.
7. Researches technical literature, corresponds with computer and transportation professionals and other jurisdictions to keep current on techniques and processes for transportation modeling; makes recommendations to supervisors for software enhancements and the acquisition or modification of software.
8. Reviews and comments on reports, memos and studies from other City agencies dealing with issues related to transportation and traffic.

### **MINIMUM QUALIFICATIONS**

Positions assigned to this specialty must meet the following minimum qualifications in addition to the core Minimum Qualifications requirement of this classification.

**Knowledge of:**

1. Theory, principles, standards, practices and information sources of transportation planning and modeling, including advanced transportation modeling and geographic information system techniques and software and tools.
2. Application of advanced transportation modeling practices to complex transportation planning studies or policy development issues.
3. Federal, state, regional and local laws, policies and programs applicable to transportation planning.
4. Inter-relationships between various land use and transportation issues.
5. Transportation financing practices and processes.

**Ability to:**

1. Select and use transportation modeling techniques, methodologies and software to address complex transportation problems.

## **30000384 - Environmental Specialty (ENV)**

### **GENERAL PURPOSE**

Within the scope of the City Planner II General Purpose, this specialty, under general direction, performs advanced professional environmental planning and project coordination; applies advanced natural resource and environmental planning knowledge to the completion of assignments and coordination of projects from inception to completion; coordinates multiple projects and/or a single complex project; and performs related work as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Designs and coordinates projects by identifying problems, determining methodology, setting project goals and objectives, and developing work plans and budgets; monitors work programs and schedules to ensure timely project completion.
2. Reviews or participates in the review of development proposals for compliance with applicable environmental codes, policies, approval criteria, and other regulations; conducts environmental impact evaluations; makes administrative and quasi-judicial land use decisions that may be final unless appealed to a higher authority/appeal body; recommends approval or denial of quasi-judicial land use application through the preparation of a staff report and public hearing presentation; identifies problems and assesses alternatives in the context of a specific development proposal; solicits and coordinates bureau and agency comments regarding specific development projects; reviews land division final plats for conformance with criteria and regulations; reviews property line adjustment applications; conducts parcel, mapping and zoning analyses; writes legally defensible findings for quasi-judicial land-use reviews.
3. Researches complex ecological, environmental and resource management issues and technical concepts related to natural resource and land-use planning issues.
4. Helps formulate proposals for policy and regulation related to natural resource conservation and protection.

### **MINIMUM QUALIFICATIONS**

Positions assigned to this specialty must meet the following minimum qualifications in addition to the core Minimum Qualifications requirement of this classification.

#### **Knowledge of:**

1. Theory, principles, standards, practices and information sources of ecological science, natural resources and environmental planning.
2. Application of natural resource planning practices to complex natural resource planning studies or policy development issues.

3. Federal, state, regional and local laws, policies and programs applicable to natural resource planning.
4. Inter-relationships between various land use and natural resource issues.

**Ability to:**

1. Manage projects and contracts including budgets, schedules and quality of work product.
2. Understand, interpret, explain and apply federal, state, regional and local law, regulations, policies, procedures and standards and planning principles and practices to specialized, complex or diverse natural resource or environmental planning processes.
3. Understand and apply City policy in formulating recommendations, resolving complex environmental issues or recommending policy changes.
4. Present ideas and requirements clearly and persuasively, orally and in writing; negotiate resolutions to problems or conflicts.
5. Exercise sound independent judgement and reach appropriate conclusions within established policies and guidelines.
6. Read and interpret planimetric, topographic, hydrologic and statistical data, maps, charts and graphs.
7. Writes technical reports and makes recommendations based on research and basic analysis of data for presentation.
8. Prepare clear and concise technical documents, reports, correspondence and other written materials.
9. Exercise sound independent judgment and reach appropriate conclusions within established policies and guidelines.

**Training and Experience:**

An undergraduate or graduate degree in biology, ecology, environmental science, natural resource management or geography, with courses in urban or regional planning, may be substituted for the core class requirement of a degree in urban planning or a closely related field.

## **30000389 - Urban Design Specialty (URD)**

### **GENERAL PURPOSE**

Within the scope of the City Planner II General Purpose, this specialty, under general direction, performs advanced professional urban design planning and/or historic preservation and project coordination; applies advanced urban design planning knowledge and/or historic preservation knowledge to assignments and to the coordination of projects from inception to completion; coordinates multiple projects and/or a single complex project; and performs related work as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Reviews complex design proposals for a variety of complex urban design issues related to functions, aesthetics and implementation; reviews complex proposals involving historic landmarks, historic districts, etc. for a variety of complex historic preservation issues related to historic styles, materials, treatments, etc.; performs feasibility studies dealing with a variety of complex urban design and/or historic preservation issues, policies, and projects; designs and coordinates projects by identifying problems, determining methodology, setting project goals and objectives and developing work plans and budgets monitors work program and schedule to ensure timely project completion; conducts architectural review of projects in Design and Historic Design Districts; develops policy statements.
2. Develops policies, regulations, design and/or historic preservation strategies and guidelines to implement the City's urban design goals.
3. Meets with technical design and/or historic preservation experts, advisors and consultants to coordinate work and exchange information regarding complex urban design, architectural planning, and/or historic preservation issues and policies, and potential development alternatives.
4. Prepares a variety of written communications; creates and revises application forms, templates, review sheets and public information materials; makes presentations to City Council and other decision-making bodies including commissions and community groups.
5. Provides information, interpretations, urban design and/or historic preservation expertise, and assistance to developers, property owners and the public regarding laws, policies, regulations, standards and procedures with respect to the submission of plans, processing of applications, Code requirements and alternative options to meet Code requirements; reviews proposal applications to ensure they are complete; prepares suggestions for applicants.
6. Represents the City on advisory committees related to historic preservation, urban design and land-use planning.
7. Facilitates meetings with applicants, developers, inter-bureau representatives and co-workers; participates in pre-application conferences; meets with team members to discuss building design cases and bureau policy, as well as projects involving landmarks, conservation and historic districts, the addition or removal of these designations, etc.
8. Performs land use and long-range planning assignments as required.



9. Consults with neighborhood or area planning teams on urban design principles and/or historic preservation principles; helps develop streetscape design concepts and alternatives; advises on area-specific design and/or historic preservation issues and makes recommendations on area-specific design and/or historic preservation standards and guidelines.

## **MINIMUM QUALIFICATIONS**

Positions assigned to this specialty must meet the following minimum qualifications in addition to the core Minimum Qualifications requirement of this classification.

### **Knowledge of:**

1. Theory, principles, standards, practices and information sources of urban design review and planning, including architectural design, styles, history and historic preservation.
2. Application of urban design review and planning practices to complex urban design review and planning studies or policy development issues; and/or application of historic preservation and planning practices to complex historic design review and planning studies or policy development issues.
3. Urban design needs and issues; and/or historic preservation needs and issues.
4. Federal, state, regional and local laws and programs that impact urban design planning and/or historic preservation.
5. Inter-relationships between various land use and urban design review, historic preservation, and planning issues.
6. Construction methods and commonly used building materials used currently and historically, as well as historic restoration materials and techniques.

### **Ability to:**

1. Understand, interpret, explain and apply federal, state, regional and local law, regulations, policies, procedures and standards and planning principles and practices to specialized, complex or diverse urban design planning processes and/or historic preservation planning processes.
2. Understand and apply City policy in formulating recommendations involving urban design projects, resolving urban design issues or recommending policy changes; and/or Understand and apply City policy in formulating recommendations involving historic preservation projects, resolving historic preservation issues, or recommending policy changes.
3. Manage urban design, historic preservation, and land-use projects and contracts, including schedules and quality of work product.
4. Review, prepare or direct the preparation of urban design, historic preservation, and land-use plans, and specifications.

5. Perform technical research and analysis of urban design, historic preservation, and land use planning issues or problems, evaluate alternatives and recommend or adopt effective courses of action.

## **30000390 - Water Resource Specialty (H2O)**

### **GENERAL PURPOSE**

Within the scope of the City Planner II General Purpose, this specialty, under general direction, performs advanced professional water resources, wastewater, or stormwater planning and project coordination; applies advanced water utility and resource planning knowledge to the completion of assignments and coordination of projects from inception to completion; coordinates multiple projects and/or a single complex project; and performs related work as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Designs and coordinates projects by identifying problems, determining methodology, setting project goals and objectives and developing work plans and budgets; monitors work program and schedule to ensure timely project completion.
2. Researches complex ecological, environmental and resource management issues and technical concepts related to water resource and utility service planning issues.
3. Reviews and comments on local, state and federal legislation and rulemaking on water management issues affecting the City.
4. Coordinates bureau planning studies and prepares reports.
5. Reviews technical and complex analyses relating to supply sources, demand management programs, models and environmental analyses in conjunction with City or regional planning efforts.
6. Participates in inter-disciplinary City, bureau, and system planning-related projects or committees.
7. Reviews development proposals for compliance with applicable codes, policies, and other regulations; recommends approval or denial of land use applications; identifies problems and assesses utility service alternatives; coordinates with stakeholders; reviews land division final plats and property line adjustments for conformance with regulations; conducts parcel and mapping analyses.

### **MINIMUM QUALIFICATIONS**

Positions assigned to this specialty must meet the following minimum qualifications in addition to the core Minimum Qualifications requirement of this classification.

#### **Knowledge of:**

1. Theory, principles, standards, practices and information sources of water resources, wastewater, or stormwater planning and policy.
2. Application of water resource planning practices to complex water resource planning studies or policy development issues.

3. Federal, state, regional and local laws, policies and program frameworks affecting water resources management and water, wastewater, or stormwater service delivery.
4. Water utility management, watershed management and water quality issues.
5. Principles and practices of hydrology.
6. Inter-relationships between land use/growth management and water utility management issues.

**Ability to:**

1. Select and use water management modeling and geographic information systems and tools, methodologies and software to address complex water management problems and issues.
2. Understand, interpret, explain and apply federal, state, regional and local law, regulations, policies, procedures and standards and planning principles and practices to specialized, complex or diverse water resource planning processes.
3. Understand and apply City policy and infrastructure planning practices in formulating recommendations resolving complex water resource issues or recommending policy changes.
4. Present ideas and requirements clearly and persuasively, orally and in writing, translating technical water-related information into written documents or oral presentations appropriate to non-technical audiences; negotiate resolutions to problems or conflicts.

**Training and Experience:**

An undergraduate or graduate degree in water resource management, hydrology, environmental science, natural resource management, landscape architecture, or geography, with courses in urban or regional planning, may be substituted for the core class requirement of a degree in urban planning or a closely related field.

## **30000386 - Parks Specialty (PARK)**

### **GENERAL PURPOSE**

Within the scope of the City Planner II General Purpose, this specialty, under general direction, performs advanced professional parks planning and project coordination; applies advanced parks planning knowledge to the completion of assignments and coordination of projects from inception to completion; coordinates multiple projects and/or a single complex project; and performs related work as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Designs and coordinates projects by identifying problems, determining methodology, data collection and analysis requirements, setting project goals and objectives and developing work plans and budgets; monitors work programs and schedules to ensure timely project completion, writes reports and prepares recommendations for park planning issues.
2. Represents the bureau/City on advisory committees; serves as liaison to task forces and other advisory groups; assists citizen groups with funding opportunities for park development projects.
3. Performs dispute resolution outside hearings processes.
4. Reviews pre-application proposals for future development within the City.
5. Coordinates bureau planning studies with other City bureaus and outside organizations.

### **MINIMUM QUALIFICATIONS**

Positions assigned to this specialty must meet the following minimum qualifications in addition to the core Minimum Qualifications requirement of this classification.

#### **Knowledge of:**

1. Theory, principles, standards, practices and information sources related to park and recreation facility design and planning; objectives, principles, concepts, theories and problem-solving practices in assessing park needs, problems and in designing and planning parks; landscape architectural theory and practice in preparing park plans.
2. Application of parks planning practices to complex park and recreation facility planning studies or policy development issues.
3. Federal, state, regional and local laws, ordinances, regulations, policies and programs affecting parks planning and design projects.
4. Inter-relationships between land use/growth management and parks management issues.

**Ability to:**

1. Understand, interpret, explain and apply federal, state, regional and local law, regulations, policies, procedures and standards and planning principles and practices to specialized, complex or diverse park planning and design processes.
2. Apply landscape architectural theory and practice in preparing complex park designs or completing complex parks planning processes.
3. Apply principles, practices and methods of park planning to the development of solutions to complex park planning problems involving the creation and/or implementation of policy.
4. Prepare complex site plans for park, natural areas or trails for development or redevelopment.
5. Understand and apply City policy in formulating recommendations resolving complex parks planning and design issues or recommending policy changes.
6. Use geographic information systems, graphics and word processing programs.
7. Make oral and written presentations to communicate complex park and recreation facility planning proposals to hearings officers, governmental commissions and/or technical, professional and lay audiences.