



City of Phoenix

Planner II

Job Code:	18220	Job Function:	Planning
Salary Plan:	001	Grade:	063
FLSA:	Exempt	Labor Assign:	ASPTEA
Benefit Cat:	007	EEO-4:	Professionals
SOC:	19-3051.00	Last Revision:	April 2025

This description shall not be held to exclude other duties not specifically mentioned that are of similar kind or level of difficulty as the examples of typical functions of the classification. They are intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification.

DEFINITION:

The fundamental reason this classification exists is to provide advanced analysis of technical data and major project work in the field of city planning. Planners II are responsible for major planning functions or projects requiring combinations of skill in research, analysis, development, presentation, or interpretation of concepts and data pertaining to planning and implementation of plans. Work is performed with general instructions from a supervisor with considerable latitude for independent initiative and judgment.

DISTINGUISHING FEATURES OF THE CLASS:

A Planner II is distinguished from a Planner I by the size, complexity, creative demands, public relations problems, and independence of performance of assigned projects or functions.

SUPERVISION RECEIVED/GIVEN:

Supervision is received from a higher-level Planner, Project Manager or Team Leader, or other supervisor.

Supervision may be exercised over other technical or paraprofessional classifications.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only):

- Works independently in developing and carrying out research, writing reports, or developing work programs to solve problems
- Gathers, analyzes, and presents data in the form of written, graphic, or oral reports
- Performs research, planning, and technical analysis of the more complex planning projects and prepares written reports of studies
- Serves in a coordinating role with other divisions, or outside department staff
- Staffs a citizen committee
- Speaks at neighborhood or other public meetings
- Acts as a project manager or team leader on some assignments
- Serves in an interdisciplinary function or department
- Maintains regular and reliable attendance
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity



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- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of city planning.

Ability to:

- Work cooperatively with other City employees and the public, often under difficult circumstances.
- Communicate orally with customers, clients, or the public in face-to-face one-on-one settings or in group settings.
- Use graphic instructions such as blueprints, layouts, base maps, or other visual aids.
- Comprehend and make inferences from written material in the English language such as census data, surveys, previously done studies, or government document reports.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Operate a computer, copy machine, or microfiche reader/printer requiring continuous or repetitive arm-hand movements.
- Move light objects (less than 20 pounds) long distances (more than 20 feet) when transporting recorders, projectors, or other materials to public meetings.
- Enter data or information into a terminal, PC, or other keyboard device.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions will require the performance of other essential and marginal functions depending upon work department, location, assignment, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

Two years of experience in the field of urban planning and a bachelor's degree in city or urban planning, landscape architecture, engineering, architecture, political science, a related field, or a field related to the specialty area. Other combinations of experience and education that meet the minimum requirements may be substituted.