



City of Phoenix

PLANNER III

JOB CODE 18230

Effective Date: Rev. 07/07

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to assign, participate in, and review the results of major planning projects which require considerable skill in research, analysis, and presentation of data, or to perform very difficult and complex planning functions with assistance from lower level professional personnel. Some Planners III manage special projects for specific disciplines within certain departments or functions, which require advanced knowledge in a specialty area of the field of planning. Planners III participate in interdepartmental committees and task forces for long range planning. Planners III usually supervise a professional staff and provide technical advice and assistance in gathering information and making analyses, recommendations, and presentations of planning related matters. Work is performed with considerable independence within established policies, procedures, and practices.

ESSENTIAL FUNCTIONS:

- Supervises professional planning, technical, and clerical staff and participates in gathering information, analyzing data, making recommendations, and preparing area plans for the needs of the major sub-areas of the City;
- Reviews work products of junior level staff;
- Conducts, or speaks at, public hearings;
- Represents the department in interactions with other departments;
- Supervises and participates in technical research on economic, sociological, and planning problems;
- Presents plans and design concepts at public meetings;
- Performs project management in specialized disciplines;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- 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, Skills and Abilities:

Knowledge of:



City of Phoenix

- The principles and practices of city planning.
- Social trends, pressures, and resistances, and methods of community involvement.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Communicate orally with customers, clients, or the public in face-to-face one-on-one settings, and in group settings.
- Present plans and design concepts effectively at public meetings.
- Perform complex work assignments with considerable independence within established policies, procedures, and practices.
- Work cooperatively with other City employees and the public, often under difficult circumstances.
- Comprehend and make inferences from written materials such as census data, surveys, previously done studies, or government document reports.
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Review or check the work product of others to ensure conformance to standards.
- 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:

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