



City of Peoria

HUMAN RESOURCES

Title: Planner

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Principal Planner and/or Planning Manager.
This is a non-supervisory job classification

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in Urban Planning or closely related field like Planning, Landscape Architecture, Geography or Public Administration
- **Experience:** Minimum of one year related experience. Requires a working knowledge of standard practices and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Working knowledge of ArcGIS.

JOB SUMMARY

The purpose of this position is to manage and implement planning projects related to land use, site and architectural design; ensure availability of infrastructure, and compliance with relevant local, state, and federal guidelines. Acts as project manager for review of development applications; recommends amendments; provides technical assistance to developers, staff and the public; oversees special studies and projects; manages and creates documents; prepares reports; acts as liaison with other agencies and departments.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages and / or oversees development applications and special studies; reviews applications and formulates recommendations related thereto; conducts field surveys; provides technical assistance; attends community meetings; prepares scopes of work; administers contracts; conducts public proceedings; manages historical preservation issues; conducts studies; ensures adherence to all legal requirements; develops and presents staff reports to various boards and commissions..
2	Reviews, recommends, and prepares amendments. Reviews documents; examines trends and needs; identifies issues; researches information; prepares recommendations, reports, and related documents.
3	Acts as project manager for consultant-driven projects. Serves on committees; prepares vendor documents; administers contracts; conducts meeting proceedings.
4	Prepares charts, maps and other visual aids. Researches data and information; manipulates map creation; directs and coordinates visual aid development; updates graphs, spreadsheets, tables, and other data.
5	Provides technical assistance. Researches information; provides information and documents to staff, committees, developers, and the general public; conducts development meetings.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X” The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with “X” The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanner, copy / fax machine, and related software, telephone, vehicle, scale, desk utensils.

PROTECTIVE EQUIPMENT REQUIRED:

None required.