



CITY OF URBANA
Human Resources Division

PLANNER I/II

JOB DESCRIPTION

Department: Community Development Services	Division: Planning Division
Work Location: Urbana City Building	Percent Time: 100%
Job Type: Civil Service	FLSA Status: Non-Exempt
Reports To: Planning Manager	Union: Non-Union

JOB SUMMARY: The Planner I/II provides technical support, assistance, and project management in carrying out both current and long range planning functions for the City. Provides project coordination for both current planning activities and long-range planning studies such as the Comprehensive Plan, neighborhood-planning efforts, and special planning and zoning studies as needed.

Duties supporting current planning functions include review of site plans for zoning conformance, plan and map preparation, and data gathering on land use and planning issues. Coordinates review by multiple departments of applications and requests, including annexation agreements, rezonings, subdivision plats, and special use permits. Explains zoning and other regulations to applicants and the general public, including consequences and effects of zoning and variances. Reviews permit applications for conformance with the Zoning Ordinance and develops amendments to the Zoning Ordinance. Shares responsibility of enforcement of the Zoning Ordinance in consultation with Planning Manager and Zoning Administrator.

The Planner I/II serves as staff support to various boards and commissions including the Plan Commission, Zoning Board of Appeals, Historic Preservation Commission, design and development review boards, and other special steering committees and intergovernmental committees as assigned, often by providing expert recommendations to inform public decision making.

Possesses strong technical skills including experience with Geographic Information Systems (GIS).

Planner I--This is the entry level class in the professional planning series. Work activities involve the responsibility for assignments in the fields of current or long range planning which require the application of fundamental planning principles. Assignments are generally limited in scope and within the design and procedural framework established by higher level employees. However, as experience is acquired, the employee performs with increasing

independence. Planner I positions are normally considered to be an entry-level position. As assigned responsibilities and breadth of knowledge increase with experience, incumbents may be eligible to advance to the next higher class of Planner II.

Planner II--This is a higher level class in the professional planning series. Positions in this class may be filled by advancement from the lower class of Planner I, or when filled from the outside, require prior professional planning work experience. Work involves responsibility for the application of professional knowledge and skills to various municipal planning problems and projects. Work in this class is distinguished from that of the Planner I by the greater complexity of the assignments received and by the greater independence with which the incumbent is expected to operate.

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ESSENTIAL JOB FUNCTIONS:

- Assists with the preparation, implementation, amendment and update of the City's Comprehensive Plan.
- Manages long range and area planning studies with various entities including other planning staff, multi-jurisdictions, and neighborhood organizations.
- Prepares and presents staff reports to the City Council, Plan Commission, Historic Preservation Commission, Zoning Board of Appeals, and design and development review boards as required. Attends Commission and Council meetings as needed and/or as directed by the Planning Manager. Attends other meetings as requested.
- Prepares and manages Plan Cases in land use, subdivision, rezoning, Zoning Ordinance amendments, annexation agreements and petitions, and other issues through the approval process as assigned.
- Coordinates interdepartmental review of development applications.
- Assists with the enforcement of the zoning ordinance and responds to complaints of zoning ordinance violations by investigation and by citing violations if necessary. Coordinates with other divisions and departments on zoning enforcement issues when applicable.
- Responsible for answering public's questions regarding the zoning ordinance, its application, and identifying the zoning of properties.
- Prepares and summarizes information using maps, graphs, reports, field studies, etc.; prepares statistical reports, tabulations, computations, graphs, charts, and computer illustrations to illustrate planning studies.

- Reviews permits for conformance with the Zoning Ordinance and other relevant City codes. Identifies zoning issues and suggests solutions.
- Reviews Champaign County Zoning Board of Appeals cases for text amendments and proposed zoning changes that may affect the City for the Plan Commission and City Council as needed.
- Assists in the development and maintenance of the Geographic Information System (GIS) and produces maps, graphics, and statistical analysis utilizing GIS as needed.
- Participates and contributes to various teams as assigned.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

- Knowledge of principles and practices of urban planning and land use.
- Ability to communicate effectively through oral, written, and graphic presentation skills.
- Knowledge of Geographic Information System (GIS) software and ability to apply GIS technology to municipal mapping and planning needs.
- General computer literacy and familiarity with and ability to use word-processing, spreadsheets, desktop publishing, and other computer illustration software.
- Must possess a valid Illinois driver's license within 15 working days from hire and have a safe and responsible driving history.

PLANNER I MINIMUM QUALIFICATIONS

- Bachelor's degree in Urban Planning, Geography, Urban Studies, Environmental Studies or Design, social sciences, or related, and one year of municipal planning experience or Master's degree in same. Other related public experience or other planning experience may substitute for municipal planning experience if the candidate demonstrates the skills, knowledge and abilities required.

PLANNER II MINIMUM QUALIFICATIONS

- Master's degree in Urban Planning, Geography, Urban Studies, Environmental Studies or Design, social sciences, or related, and two years municipal planning experience or Bachelor's degree in same and four years of municipal planning experience. Other related public experience or other planning experience may substitute for municipal

planning experience if the candidate demonstrates the skills, knowledge and abilities required.

CONTACTS - INTERNAL/EXTERNAL:

- Daily contact with general public and office staff.
- Regular contact with elected officials and boards and commissions.

WORK ENVIRONMENT:

- Standard office setting.
- Site visits may be necessary and may be conducted in adverse weather and/or field conditions.

SPECIAL EFFORTS REQUIRED:

- Works with confidential information.
- Attends night meetings

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Class Specification History

General revision:

For HR/Finance Use

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EEO Category 2- Professional	