



# CITY OF OMAHA CLASS SPECIFICATION

## CLASSIFICATION TITLE: CITY PLANNER IV

BARGAINING UNIT: [AEC](#)

CODE NUMBER: 4095

PAY RANGE CODE: 26 AEC

REVISION DATE: 3/30/17

### **NATURE OF WORK:**

This is administrative and professional work in the preparation and development of metropolitan area master plans. Work also involves supervising other professional and technical personnel in preparing and developing segments of the plans. An employee in this classification exercises considerable independence in the performance of their duties; however, work is reviewed by a superior.

**ESSENTIAL FUNCTIONS:** *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Oversees the daily operation of a Planning department division and coordinates its activities with other divisions, departments, and governmental agencies.

Analyzes community needs and determines annual division goals, their feasibility, eligibility, and priority.

Monitors divisional research, plan design, development and implementation efforts, inspections, report writing, and adherence to codes, ordinances, and division-policies, discusses issues, and provides guidance.

Assists in the design and implementation of the City's master plan.

Develops construction and renovation plans, negotiates contracts with developers, and oversees the projects once underway.

Oversees the preparation of construction documents for major public improvements.

Provides planning and design expertise to other City departments.

Makes presentations to explain planning projects to interested individuals and groups.

Assists business owners in developing public/private partnerships.

Administers zoning and subdivision ordinances and planning related codes.

Reviews procedures, codes, and ordinances and makes recommendations for changes.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of the principles, practices, and techniques of city planning, including research methods and the ability to apply them.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to analyze community needs and to design and implement plans to meet those needs.

Ability to supervise a number of professional planners and technicians, including overseeing the work of data research and analysis, detailed plan design, development, and implementation, inspections, and report writing.

Ability to coordinate all phases of city planning with other departments, consultants, contractors, architects, and the public.

Ability to understand written or oral instructions.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to prepare reports concerning planning proposals and programs.

Ability to conduct hearings and explain planning proposals and programs to interested groups.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to stand, walk, and sit from 26 to 50% of the time and climb, reach, bend, stoop, squat, kneel, crouch, push, and pull up to 25% of the time.

Ability to move objects weighing up to ten (10) pounds up to 33% of the time.

**EDUCATION AND EXPERIENCE:** *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree

AND

Experience in city planning and master plan development and administration, including supervision of other professionals in the field, conducting research, writing reports and other documents, and explaining proposals and programs to individuals and groups.

**WORKING CONDITIONS:** *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in an office setting; however, at times work may be performed outdoors at construction sites in all weather conditions, near moving machinery, electrical currents, in high places, and in conditions of noise and dust.

**EQUIPMENT OPERATION:** *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer  
Printer  
Blueprint machine  
Scanner  
Audio-Visual Equipment

Telephone  
Facsimile Machine  
Light table

Copier  
Calculator  
Composer/plotter

Previous Revision Date(s): 6/24/93