



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: PLANNER SPECIALIST

BARGAINING UNIT: [CIV MANAGEMENT](#) CODE NUMBER: 0910

PAY RANGE CODE: [9.2 MC](#) REVISION DATE: 3/30/17

NATURE OF WORK:

This is entry level para-professional planning work. Work involves assisting in the research of planning projects or assisting in other duties of the Planning Department. Work is performed according to established policies and procedures and is subject to review 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.)*

The following essential functions are specific to the designated division:

Urban Planning

Reviews Planning Board meeting minutes for accuracy and completeness.

Prepares ordinances or resolutions for City Council proceedings; obtains approvals from appropriate city departments and copies materials.

Provides information and responds to inquiries from interested parties, including the public, other City departments and developers regarding zoning and subdivision regulations, the Master Plan, department or division operations and development processes and timelines.

Provides assistance while assigned to the Planner Customer Service desk as provided by the Department.

Compiles and maintains relevant department information.

Provides planning-related administrative support to staff.

Assists in the development of the annual Building and Development Summary and other planning documents.

Attends informational meetings with other City representatives to discuss planning related projects and issues.

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.

Housing and Community Development

Maintains and provides federal and local regulatory requirements to program participants.

Compiles and maintains a log of recipients, agencies, and other interested parties.

Compiles statistical reports for the Housing and Community Development Assistant Director reflecting program effectiveness and financial/budget status.

Responds to inquiries from property owners and/or the managers of the Housing and Community Development Division regarding rehabilitation or new constructions projects. Determines ownership of property in a given area, and contacts owners regarding property acquisitions.

Prepares ordinances or resolutions to implement project as described in the document; processes projects and contract awards/purchases through the City Council; obtains approvals from appropriate city departments and copies materials.

Works with individuals and groups to identify areas in need of assistance; coordinates with department and outside agencies to institute aspects of the grant program(s).

Prepares educational materials, schedules meetings, serves as a resource person at various public events, maintains inventory of materials and events.

Attends informational meetings with property owners and other City representatives to discuss public improvement issues and projects.

Updates and maintains files related to grants for regulatory and reporting purposes to federal, state, and local entities.

Researches historical records and council documents to assist staff members in presenting data and information for projects and programs; gathers, compiles, and computes data; prepares reports from data gathered.

Prepares requests for training, travel authorization, and seminar registration.

Participates in field investigation work regarding programs, i.e., lead soil access authorization, healthy home analysis, and other programs as assigned.

Prepares and processes contracts; obtains approval signatures for contracts and agreements; schedules meetings with property owners, real estate appraisers, nonprofit organizations, and other government entities; ensures committee reports are filed; assists with the preparation of City Council documents.

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.

Economic Development

Assists with all economic development administrative tasks.

Prepares and proofs all written communications.

Assists, prepares and proofs Planning Board and City Council documents, including resolutions and ordinances.

Prepares financing documents, including Promissory Notes and Assignments of Promissory Notes.

Assists with the analysis of project budgets, return on investment, pro formas, and project feasibility.

Assists with the preparation of the Blight Study research and documentation.

Coordinates mailings, copying and printing needs.

Assists with powerpoint presentation preparations.

Assists with the preparation of reports demonstrating the role and impact of Tax Increment Financing (TIF) on the local economy and on neighborhood revitalization efforts.

Assists with tracking and processing fees assessed for Economic Development projects.

Maintains the Excel TIF Cumulative Log and/or Acella.

Assists with data collection, management and analysis of TIF stats for project types, including TIF for hotels, historic properties, and low-income housing properties.

Assists with monitoring and reporting tax delinquencies of TIF projects.

Assists with monitoring Board of Equalization (BOE) Protests of TIF projects.

Schedules and coordinates meetings for Economic Development staff.

Answers and screens phone calls for Economic Development staff, providing information to callers or routing calls when appropriate.

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 of urban planning, zoning, and land use.

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

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

Ability to conduct research, gather data, and compile statistical reports.

Ability to understand written or oral instructions.

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

Ability to stand, walk, type, or sit from 26 to 50% of the time; and to reach, bend, stoop, squat, kneel, pull, or lift from up to 25% of the time.

Ability to use up to ten (10) pounds of force to move objects up to 33% of the time, and to use lesser amounts of force to move objects from 34 to 100% 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

One (1) year of experience in administrative planning procedures

OR

Two years of college level studies

AND

Five (5) years of experience in administrative planning procedures

OR

Eight (8) years of experience in administrative planning procedures.

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 in an office setting amid normal levels of dust, odors, fumes and noise.

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.)*

Telephone
Scanner

Copier
Computer

Printer

Previous Revision Date(s): 4/29/93
10/25/01
10/31/13