



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: CITY PLANNER

BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER: 0925

PAY RANGE CODE: CP REVISION DATE: 3/31/16

NATURE OF WORK

This is advanced technical and professional planning and community development work involving the development and administration of planning projects, programs, and policies, in urban planning and in housing and community development. Work involves the responsibility for the preparation of preliminary planning studies and the administration of finalized ordinances, plans, and zoning laws. It involves assessing neighborhood and community needs, and planning, developing, promoting, and administering programs to address those needs. It involves the responsibility for formulating, modifying, and administering a Planning Department project or a portion of the City Master Plan. It may also involve significant participation in technical aspects of planning programs. It involves preparing materials, reports, research, housing studies, and the relocation of displaced individuals, families, and commercial businesses. An incumbent in this classification exercises considerable independence in the performance of duties, may supervise the work of a number of subordinates, and receives general guidance from 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.)*

City Planner-Long Range Planning:

Researches, gathers, and analyzes data and prepares reports to assist in the update of the city's comprehensive plan.

Researches plat maps and books to determine prospective sites on which to build facilities, such as fire stations and library branches, and inspects sites chosen as optimum locations, given the specifications of the interested departments.

Prepares and delivers presentations to civic and neighborhood groups, boards and commissions, and the City Council to explain planning issues and policies.

Coordinates with other departments concerning the preparation of the Capital Improvement Program and maintains the Capital Improvement Program database and report.

Reviews landscape plans required to accompany zoning and rezoning requests for ordinance compliance.

Establishes goals, policies, and time frames in developing elements of the City Master Plan.

Develops annexation packages and, through the Urban Development Policy Evaluation, monitors the growth of the city.

Reviews requests for commercial, residential, industrial, and recreational development projects, ensuring adherence to city, state, and federal guidelines.

Represents the City Planning Department in meetings with other departments, with members of boards, and with private entities to provide counsel on planning issues.

Participates in special projects such as mapping sanitary improvement districts, mapping the growth of the city, color coding annexations by decade, and analyzing mapping to determine the optimum locations to build certain facilities.

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.

City Planner-Current Planning:

Performs the duties of the Planning Board administrator, the Zoning Board of Appeals administrator, and the floodplain management coordinator.

Reviews applications for subdivision plats and rezoning, maintains divisional documents, zoning and subdivision code files, and responds to related questions from developers, lending institutions, and the public.

Reviews requests for construction of commercial, industrial, and multi-family buildings, ensuring that the proposed structures comply with zoning and other planning codes.

Reviews landscape plans required to accompany zoning and rezoning requests for ordinance compliance.

Represents the City Planning Department in meetings with other departments, members of boards, and private entities to provide counsel on planning issues.

Reviews plans for construction of commercial, industrial, and multi-family buildings, ensuring that the proposed structures comply with zoning and other planning codes.

Reviews applications for leases for code compliance, safety, and aesthetics.

Supervises the work of a number of subordinate mapping technicians, establishing procedures, conducting their training, as well as that of other departmental staff, in the use of mapping software, and planning, scheduling, assigning, and evaluating their work.

Maintains the mapping section's software, Geographic Information System (G.I.S.) centralized database, assuring that the layers to the city's base maps are present and up to date.

Participates in special projects such as mapping sanitary improvement districts, mapping the growth of the city, color coding annexations by decade, and analyzing mapping to determine the optimum locations to build certain facilities.

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.

City Planner- Long Range Transportation:

Researches, gathers, and analyzes data and prepares reports to assist in the update of the city's comprehensive plan.

Prepares and delivers presentations to civic and neighborhood groups, boards and commissions, and the City Council to explain planning issues and policies.

Coordinates with other departments concerning the preparation of the Capital Improvement Program and maintains the Capital Improvement Program database and report.

Performs graphic design layout work to produce such items as plans, books, book covers, brochures, and manuals.

Coordinates the printing and reproduction of pictures, maps, and other materials by outside printing companies.

Establishes goals, policies, and time frames in developing elements of the City Master Plan.

Supervises the collection of census documents and the updating of census data, participates in the Metropolitan Statistical Area census program, and provides census data and other planning information for interested groups and individuals.

Develops annexation packages and monitors the growth of the city utilizing the Urban Development Policy Evaluation.

Reviews requests for commercial, residential, industrial, and recreational development projects, ensuring adherence to city, state, and federal guidelines.

Represents the City Planning Department in meetings with other departments, members of boards, and private entities to provide counsel on planning issues.

Coordinates activities with other departments and outside contractors, as required.

Reviews site plans for compliance with the city's Transportation Vision and provides technical assistance on site plans, street modifications projects, and land use planning to city officials, the general public, special interest groups and other agencies.

Organizes and facilitates meetings with developers and community groups to introduce and discuss traffic calming initiatives and other transportation related planning proposals and projects.

Answers site planning, traffic calming, and other transportation planning questions from citizens, developers, and other agencies.

Derives and develops transportation policies, programs, codes, and services to further the city's Transportation Vision.

Consults with city leaders, developers, community groups, and others as the technical expert on traffic calming, other transportation related policies, and planning principles.

Drafts transportation policies and related codes.

Utilizes transportation and planning principles in conducting studies and research to develop and update elements of the City Master Plan.

Demonstrates leadership through communication and research with national organizations and the general public.

Recommends street modifications and other changes to the city consistent with the Transportation Vision.

Keeps current on transportation issues.

Develops and updates transportation planning projects and studies.

Assists in the review of consultant traffic studies.

Assists in the review/analysis of regional transportation studies/issues pertaining to outside agencies.

Conducts or assists in the review/analysis of traffic issues.

Conducts or assists in the analysis of regulatory (e.g., Congestion Management Program) and legislative (e.g., proposed State transportation bills) issues.

Assists in preparation of Requests for Proposals (RFPs), selects consultants, and administers contracts.

Identifies and applies for state and federal grant programs.

Prepares reports on various transportation related issues.

Prepares and delivers speeches to business, professional, civic and neighborhood groups and associations.

Provides support to and participates with Metropolitan Planning Organization (MPO) committees as required.

Conducts technical research, identifies trends, evaluates mitigating transportation corridors and area specific neighborhood traffic problems.

Develops various statistical analyses and studies relative to transportation related issues in the city.

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.

City Planner-Urban Design:

Researches, gathers, and analyzes data, and prepares reports to assist in the update of the city's comprehensive plan.

Researches the histories of selected buildings to determine their qualifications for landmark status.

Prepares and delivers presentations to civic and neighborhood groups, boards and commissions, and the City Council to explain planning issues and policies.

Performs graphic design layout work to produce such items as plans, books, book covers, brochures, and manuals.

Photographs and develops pictures depicting topics such as urban design, historic preservation, and city architecture to present to the City Council and other interested groups.

Coordinates the printing and reproduction of pictures, maps, and other materials by outside printing companies.

Reviews landscape plans required to accompany zoning and rezoning requests for ordinance compliance.

Reviews requests for commercial, residential, industrial, and recreational development projects, ensuring adherence to city, state, and federal guidelines.

Represents the City Planning Department in meetings with other departments, members of boards, and private entities to provide counsel on planning issues.

Reviews applications for subdivision plats and rezoning and responds to related questions from developers, lending institutions, and the public.

Reviews plans for construction of commercial, industrial, and multi-family buildings, ensuring that the proposed structures comply with zoning and other planning codes.

Reviews applications for leases for code compliance, safety, and aesthetics.

Conducts research, including site surveys, into neighborhood sizes areas, noting their physical, social, and economic traits and features, and prepares plans for neighborhood development and rehabilitation projects.

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.

City Planner- Economic Development:

Coordinates day-to-day operations related to economic development activities, including but not limited to, the city's business recruitment, retention and expansion efforts, as well as general city marketing and media communications.

Reviews, analyzes, and interprets financial documents.

Conducts research, including site surveys and detailed demographics analyses, noting the physical, social, and economic traits and features of neighborhoods, and prepares plans for neighborhood development and rehabilitation projects.

Develops and implements neighborhood plans and notifies neighborhood leaders of these plans and of the potential to improve sites, either through rehabilitation of existing properties or the demolition and replacement of residential and commercial buildings.

Accepts applications for admission to community economic development programs, determines which program best meets applicants' needs, and explains the features, obligations, and limitations of the program.

Underwrites project financing by reviewing and assessing application information, credit reports, property titles, insurance, and the financial strength of applicants.

Assesses legal and regulatory issues, composes ordinances, resolutions, grant and loan agreements, mortgage releases, trust deed assignments, repayment agreements, and other documents to ensure needed approvals are acquired and all aspects of the projects to be implemented are binding upon the concerned parties.

Provides technical assistance to applicants pursuing economic development projects and programs.

Assists organizations that have received funding in the design of their programs, monitors their progress, and recommends changes to enable them to better serve the community and citizens for whom their programs are designed.

Monitors funded projects to ensure compliance with federal, state, and city program regulations.

Monitors ongoing projects by reviewing client files, financial plans, project cost feasibility, developer capacity, program guidelines, and project compliance.

Coordinates and oversees individual projects, i.e., program eligibilities, reporting requirements, and documentation requirements.

Compiles, analyzes, and presents economic data to quantify the impact of economic development programs, including impacts on neighborhood property values, the short and long range impacts of Tax Increment Financing projects on property tax revenues, the city's general economic growth, and employment levels.

Monitors and evaluates proposed new state legislation related to the economic development programs of local governments and provides city administration with policy advice and recommendations.

Writes and/or generates contracts, agreements, agreement amendments, memorandums of understanding, loan modifications, loan subordinations, and releases of loans.

Facilitates and/or maintains the main data system including all form and application updates, income and eligibility updates, construction compliance reports, and reporting spreadsheets and documents; generates reports that include statistical, geographical, and demographic information.

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.

City Planner-Environmental Planner

Conducts research, including site surveys, into neighborhoods, noting their physical, social, and economic traits and features, and prepares plans for neighborhood development and rehabilitation projects.

Prepares and submits project proposals and required reports to the United States Department of Housing and Urban Development, the United States Environmental Protection Agency, and/or the Nebraska Department of Economic Development detailing research findings, neighborhood needs, specific project plans to meet those needs, estimated expenditures, and expected accomplishments.

Develops and implements neighborhood plans and notifies neighborhood leaders of these plans and of the potential to improve sites, either through rehabilitation of existing properties or the demolition and replacement of residential and commercial buildings.

Accepts applications for admission to community development programs, determines which program best meets applicants' needs, and explains the features, obligations, and limitations of the program.

Coordinates bidding processes, prepares document for City Council approval, negotiates with lending institutions, and conducts loan closings.

Assesses legal and regulatory issues, composes ordinances, resolutions, grant and loan agreements, mortgage releases, trust deed assignments, repayment agreements, and other documents to ensure needed approvals are acquired and all aspects of the projects to be implemented are binding to the concerned parties.

Provides technical assistance to members of neighborhood groups to accomplish their goals, increase membership, apply for grant funding, and improve operations.

Assists organizations that have received funding in the design of their programs, monitors their progress, and recommends changes to enable them to better serve the community and citizens for whom their programs are designed.

Supervises the administration of neighborhood and community development programs intended to provide housing, funding for housing, housing rehabilitation, and neighborhood development in general.

Monitors ongoing projects by reviewing client files, financial plans, project cost feasibility, developer capacity, program guidelines, and project compliance.

Coordinates and oversees various individual projects, i.e., budget supervision, program eligibilities, reporting requirements, and documentation requirements.

Writes and/or generates contracts, agreements, agreement amendments, memorandums of understanding, loan modifications, loan subordinations, and releases of loans.

Conducts environmental reviews following the National Environmental Policy Act (NEPA) procedures. Evaluates NEPA reviews conducted by other parties.

Contracts for, oversees the production of, and reviews other types of environmental studies prepared by other parties.

Applies for and manages grants which focus on environmental issues, such as lead hazard control, healthy homes, radon mitigation, brownfields, urban gardening, and food production.

Conducts and prepares reports for environmental studies, such as lead-based paint risk assessments, radon testing, and healthy homes assessments. This includes the development of supporting documents such as Quality Assurance Plans and Health and Safety Plans.

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.

City Planner-Program Development

Conducts research, including site surveys, into neighborhoods, noting their physical, social, and economic traits and features, and prepares plans for neighborhood development and rehabilitation projects.

Prepares and submits project proposals and required reports to the United States Department of Housing and Urban Development, the US Environmental Protection Agency, and/or the Nebraska Department of Economic Development detailing research findings, neighborhood needs, specific project plans to meet those needs, estimated expenditures, and expected accomplishments.

Develops and implements neighborhood plans and notifies neighborhood leaders of these plans and of their potential to improve sites, either through rehabilitation of existing properties or the demolition and replacement of residential and commercial buildings.

Accepts applications for admission to community development programs, determines which program best meets applicants' needs, and explains the features, obligations, and limitations of the program.

Underwrites loans and grants by reviewing application information, credit reports, job histories, property titles, insurance, and debt to income and housing to income ratios.

Coordinates bidding processes, prepares document for City Council approval, negotiates with lending institutions, and conducts loan closings.

Assesses legal and regulatory issues, composes ordinances, resolutions, grant and loan agreements, mortgage releases, trust deed assignments, repayment agreements, and other documents to ensure needed approvals are acquired and all aspects of the projects to be implemented are binding to the concerned parties.

Monitors contracts and assists clients in resolving financial and legal difficulties, mediating among the concerned parties, and initiating foreclosures or further steps when warranted.

Arranges for the appraisals of properties to be purchased for redevelopment projects, determines costs involved, time lines, explains the acquisition process to owners, and prepares contracts and other legal documents for purchasing the properties.

Facilitates the relocating of individuals and businesses after the city has acquired their properties. Analyzes the needs and financial capabilities of occupants of residences and businesses to be displaced as a result of redevelopment projects, conducts market studies, determines relocation costs and benefits, arranges for moving and related work, assists in finding comparable properties, and provides advisory services.

Provides technical assistance to members of neighborhood groups to accomplish their goals, increase membership, apply for grant funding, and improve operations.

Assists organizations that have received funding in the design of their programs, monitors their progress, and recommends changes to enable them to better serve the community and citizens for whom their programs are designed.

Supervises the administration of neighborhood and community development programs intended to provide housing, funding for housing, housing rehabilitation, and neighborhood development, in general.

Monitors funded projects to ensure compliance with federal wage guidelines.

Monitors ongoing projects by reviewing client files, financial plans, project cost feasibility, developer capacity, program guidelines, and project compliance.

Monitors ongoing compliance requirements to include Section 504, Minority Business/Women Business Enterprise Plans, Affirmative Marketing, Section 3 tenant reporting, and Fair Housing.

Coordinates and oversees various individual projects, i.e., budget supervision, program eligibilities, reporting requirements, and documentation requirements.

Writes and/or generates contracts, agreements, agreement amendments, memorandums of understanding, loan modifications, loan subordinations, and releases of loans.

Facilitates and/or maintains the main data system including all form and application updates, income and eligibility updates, construction compliance reports, and reporting spreadsheets and documents; generates reports that include statistical, geographical, and demographic information.

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 *(Any one position may not require all the knowledge, skills and abilities listed; required knowledge, skills and abilities vary depending upon the section assigned.)*

Knowledge of the principles of zoning and the methods used to administer and enforce related ordinances.

Knowledge of the principles, practices, regulations, features, and limitations in the planning of community development programs.

Knowledge of research, survey, and analysis techniques as related to community economic development projects.

Knowledge of real estate, loan and banking principles and practices, and property valuation methods.

Knowledge of the principles, practices, and techniques of city planning and planning research, and of the municipal agencies and legal procedures involved in urban planning.

Knowledge of the legislation underlying master plans, zoning, and subdivision ordinances.

Knowledge of the principles of research, analysis, and the methods of preparing and presenting technical data with the ability to compile and analyze data.

Knowledge of the policies and practices of real estate and business and industrial relocation as prescribed by federal and local guidelines.

Knowledge of federal and local guidelines regarding community and economic development.

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, including maintaining files, entering and analyzing data, compiling reports, and computer mapping.

Knowledge of basic cartography and the procedures in use at the city, county, and state levels as they relate to the Geographic Information System (GIS).

Knowledge of the contents of the city's addressing ordinance.

Ability to prepare plans for municipal and private developments.

Ability to conduct surveys and to compile statistical data relative to urban planning.

Ability to maintain division files and to respond to questions regarding the files and other zoning related issues.

Ability to operate environmental testing equipment such as X-ray Fluorescence (XRF) analyzers and radon testing equipment.

Ability to understand and interpret real estate financing and business related reports, including but not limited to: balance sheets, profit and loss statements, pro formas, and audit reports. Ability to understand the principles of return on investment, net operating income, debt coverage ratio, loan to value ratio, and cash flow analysis.

Ability to perform research and conduct surveys, analyze data, and compile reports according to local, state, and federal guidelines.

Ability to communicate effectively, orally and in writing, with architects, contractors, loan officials, leaders of community and neighborhood groups, private citizens, public officials, and other city employees.

Ability to perform loan underwriting functions and conduct loan closings.

Ability to prioritize workloads and manage work time to keep projects moving according to time lines and be completed by preset deadlines.

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

Ability to give presentations to groups of interested parties conveying complex plans and proposals to the public in a clear and concise manner.

Ability to formulate effective plans for urban development and redevelopment and to establish goals, policies, and deadlines for their implementation.

Ability to prepare and present statistical and technical data and to compile reports of the progress of programs and projects.

Ability to interpret and communicate planning programs to interested groups and the general public.

Ability to plan, schedule, oversee, and evaluate the work of a number of subordinates.

Ability to coordinate or supervise the research and analysis of planning data, the preparation of detailed physical plans, and the implementation of projects.

Ability to read and interpret geographical information from aerial photographs, site plans, plat maps, property records, and legal descriptions.

Ability to perform mathematical and geometrical computations and to write legal descriptions of parcels of land.

Ability to understand written or oral instructions.

Ability to adhere to safety policies, procedures and guidelines.

Ability to reach, walk, or sit from 51 to 75% of the time; to stand from 26 to 50% of the time; and to climb, balance, bend, stoop, squat, kneel, crouch, push, pull, lift, and type up to 25% of the time.

Ability to sit for extended periods, 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

Experience in City Planning, Economic or Community Development, Finance, Real Estate, Environmental Consulting, or Sustainability

SPECIAL QUALIFICATIONS

Must be able to transport oneself or coordinate transportation to sites throughout the City during the course of the work day.

Must obtain HAZWOPER certification within six months of hire if assigned as a City Planner-Environmental Planner to the Housing and Community Development Division.

WORKING CONDITIONS

Work is performed primarily in an office setting amid normal levels of dust, odors, noise, and fumes; however, at times an incumbent may be required to work outdoors in all weather conditions, near moving mechanical equipment, in conditions of above normal levels of dust, odors, noise, and fumes.

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	Calculator
Tape Measure	Telephone
Facsimile Machine	Level
Drafting Equipment	Drafting Table
Plat Maps	Video Tape Machine
Copier	Microfiche Machine
Camera	Blue Line Machine
Ladder	Photography Equipment
Light Table	Aerial Photographs

STEP PROGRESSION

An individual hired as a City Planner will proceed from Step “A” to Step “F” in a manner consistent with the step progression schedule established by Omaha Municipal Code Section 23 – 178. In order to proceed beyond Step “F”, all of the following must occur:

1. The employee must meet the years of service criteria established in the table below for his or her education and certification levels:

2. The Planning Director must authorize the movement beyond Step “F” and may consider, but is not limited to the consideration of, funding availability, the employee’s performance evaluations, and the nature of the tasks assigned to the employee.

Once an employee is approved to progress to Step “G”, he or she shall progress through the remaining steps after successful completion of one full calendar year at each step, with the exception of step ‘K’ which will require five years at step ‘J’.

LEVEL OF EDUCATION	YEARS AS A CITY PLANNER WITH AT LEAST ONE CERTIFICATION	YEARS AS A CITY PLANNER WITHOUT CERTIFICATION
* Graduate Degree in a City Planning or Related Field	4	6
Graduate Degree in a Field Unrelated to City Planning	5	8
* Bachelor’s Degree in City Planning or a Related Field	5	8
Bachelor’s Degree in Any Field	6	9
No College Degree	10	NA

* Related fields include Business Administration, Urban Studies, Community or Regional Planning, Real Estate, Architecture, Landscape Architecture, Geography, and Public Administration.

CERTIFICATIONS REQUIRED FOR ADVANCEMENT

- American Institute of Certified Planners
- Certified Economic Development Planner
- Housing Development Finance Professional (National Development Council)
- Economic Development Finance Professional (National Development Council)
- Senior Member, International Right of Way Association
- Architect’s License from any state
- Registered Professional Landscape Architect from any state
- Other Professional Certification as determined by the Planning Director

Approved: 1/30/07