

| PROVO CITY CLASSIFICATION SPECIFICATION | |
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| Title: Planner I | Job Code: 2104 |
| Date: November 14, 2023 | EEOC Code: PR |
| FLSA Designation: Non-Exempt | Civil Service Status: Covered (UC) |

DEFINITION: This is entry-level professional planning work in the Development Services Department.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to the Planning Supervisor and perform all tasks under close supervision. This work is distinguished by its entry-level responsibility for minimally and moderately complex planning projects. *Note: Employees in this classification are eligible for advancement in the career series as directed by policy.*

ESSENTIAL DUTIES: Prepare and present staff reports of minimal or moderate complexity to the Planning Commission, City Council, and other groups as needed; draft agreements or other documents which may be required to effectively implement policy; coordinate and carry out State and Federal environmental policies and mandates that affect the City; review proposals for development within the flood plain and make recommendations; prepare damage survey reports and other required reports regarding flood activity and submit to the Planning Supervisor; research, gather, analyze, and interpret economic, social, population, and land use data and trends; dispense technical planning and zoning data, information, and assistance to the public, developers, and other City employees as requested; review subdivision plats and site plans for compliance with local ordinances and regulations; perform special studies on projects assigned by the Planning Supervisor which may include such areas as land use, housing, environmental studies, computer modeling, traffic, street studies, or other related studies; input data and findings into appropriate software application; view and inspect project sites for compliance with certificates of use, occupancy, and land use or zoning variances; prepare charts, diagrams, and other presentations tools as needed; assist coworkers as needed; perform other related work as required.

MINIMUM REQUIREMENTS: Bachelor's degree in Urban or Regional Planning, Environmental Design, Landscape Architecture, or related field and 1 year of related technical support experience to a professional planning function **OR** an equivalent combination of job-related education and experience [substituting each 1 year of post-secondary education/training for 6 months of experience].

License(s)/Certificate(s): A valid, lawful Driver License is required.

SELECTION FACTORS: **Knowledge of:** principles and practices of urban planning; planning implementation techniques; basic computer operations; GIS goals and objectives of a planning and land-use program; operations, functions, and terminology common to the work; applicable laws, rules, and regulations; policies and procedures established for the work system; research methodology and statistical analysis; basic English composition, spelling, and grammar. **Skill In:** analyzing problems and identifying logical solutions and alternatives; preparing clear, concise, and informative reports; coordinating activities with contractors, developers, boards and commissions, and the general public; communicating minimally and moderately technical information in general terms; interpersonal contacts and public relations with co-workers, developers, public, and others; practicing trust-building behaviors. **Ability to:** organize assigned work and develop effective work methods; research moderately complex technical and specialized data and information and submit cognitive and succinct reports on findings; analyze

moderately complex problems and identify solutions; present matters clearly and persuasively before public bodies, management, and employees; read and comprehend a variety of administrative and technical data and relate it verbally or in writing; translate technical data, and information into easily understood terms for presentation; establish and maintain effective working relationships with supervisors, other departments, staff, contractors, developers, and the public; deal with the public in stressful or negative situations and be professional, courteous, and helpful; demonstrate a high level of commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Vehicle, calculator, computer, presentation charts, telephone, and other office equipment as necessary.

PHYSICAL DEMANDS: Requires sitting at a computer or desk for extended periods, driving to project sites or other locations, occasional lifting (up to 25 lbs.), bending, stooping, or walking at project sites, working extended hours as needed.

ENVIRONMENTAL FACTORS: Work location is inside with little or no occupational hazards except for exposure to potentially stressful circumstances, including the meeting of strict deadlines, contact with individuals in confrontational or uncomfortable situations, and other stressful conditions related to the workplace. May include exposure to adverse weather conditions during site inspections.

Bill Peperone
Department Director

11/14/23
Date

Mike Kaufman
Mayor/Chief Administrative Officer

11/14/23
Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Classification specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This classification specification supersedes earlier versions.