

City of Dallas
Classification Specification

Title:	Planner II	Class Code:	28042
Application:	Career Series	Pay Grade:	H
Supplemental/Code:	Professional/2	Established:	10/01/94
FLSA:	Non-Exempt	Revised:	01/01/09

Position Purpose

Researches, reviews, and coordinates planning studies in specialty area (e.g., zoning, land use, neighborhood condition, urban design, landmark designation, transportation, census) to make recommendations for organized and planned development within the City.

Essential Functions

1. Prepares long-range land use and neighborhood improvement studies to guide future development in a positive manner.
2. Conducts research, analysis, and on-site reviews to ensure proposals are in compliance with ordinances and regulations.
3. Prepares and presents recommendations or coordinates the presentation of recommendations to the City Plan Commission and other groups.
4. Conducts community meetings and attends neighborhood and civic events to obtain feedback regarding land use, neighborhood improvement, or census issues.
5. Responds to various inquiries (e.g., citizens, public committees, commissions, City Council) regarding specific projects in order to expedite services.
6. Reviews and analyzes zoning applications for accuracy, completeness, compliance with city ordinances and impact upon communities.
7. Regular, reliable and punctual attendance is an essential function of the job.

Essential Functions Depending On Location

7. Reviews and coordinates materials necessary for boundary adjustments and annexation including negotiations with other municipal jurisdictions.
8. Conducts research and analyzes census-related data to provide information, including graphical presentations, to the City Council, City Manager's office, and general public; maintains data files on census issues.
9. Administers and monitors a transportation program (e.g., Dallas Bike Plan, on-street parking, speed bump installation).

Knowledge, Skills and Abilities Required to Perform Work

Knowledge of urban planning principles and practices.

Knowledge of architecture and building design.

Knowledge of research methodology and techniques for analyzing information.

Knowledge of City development and building codes.

Ability to apply principles, methods, and techniques of urban/neighborhood planning and design to studies and projects.

Ability to identify problems, impacts, and implications of requested zoning changes and project assignments.

Ability to communicate ideas effectively both orally and in writing.

Ability to clearly dispense information to the general public, business representatives, commission members, and city officials.

Ability to read, use, and interpret maps.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards

Majority of work is performed under normal office conditions.

Field trips are conducted as necessary and may involve working in potentially hazardous areas.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.