

**City of Dallas  
Classification Specification**

<b>Title:</b>	<b>Senior Planner</b>	<b>Class Code:</b>	<b>28043</b>
<b>Application:</b>	<b>Career Series</b>	<b>Pay Grade:</b>	<b>J</b>
<b>Supplemental/Code:</b>	<b>Professional/2</b>	<b>Established:</b>	<b>09/27/00</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>Revised:</b>	<b>10/01/2014</b>

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**Position Purpose**

Functions as a project manager or project specialist to develop comprehensive city plans affecting land use, landmark designations, physical facilities, zoning, and/or transportation issues.

**Essential Functions**

1. Designs, coordinates, and conducts land use, urban design or transportation studies; reviews, prepares and presents design proposals for community development and renewal.
2. Applies statistical and planning/design theory, collects data, interprets public policy, and maintains or accesses diverse databases to identify and recommend appropriate urban planning and development actions.
3. Confers with the public, local authorities (e.g., boards, commissions) and city council members to discuss and recommend preliminary planning and design measures; responds to requests for information from citizens, board and commission members, and other City staff.
4. Manages and coordinates projects between various departments and divisions to ensure timely and correct responses.
5. Makes presentations to the public and local authorities on recommendations for changes to zoning ordinances and other plans.
6. Regular, reliable and punctual attendance is an essential function of the job.

**Essential Functions Depending On Location**

6. Reviews and analyzes zoning applications for accuracy, completeness, and compliance with city ordinances; makes recommendations for approval or denial of applications.
7. Coordinates/reviews the work of consulting professionals.
8. Prepares hearing notices, dockets, and other materials for the City Plan Commission in order to provide complete and accurate information for public hearings.

**Knowledge, Skills and Abilities Required to Perform Work**

Thorough knowledge of and ability to apply principles, methods, and techniques of urban planning.

Knowledge of City development and building codes.

Ability to interact with the public, homeowners, business owners, regulatory agencies, various organizations, and peers in a positive manner.

Ability to communicate ideas effectively both verbally and in writing.

Ability to analyze, evaluate, and research the impact of future developments upon neighborhood and city growth.

Ability to effectively manage multiple projects.

Ability to make presentations to various groups.

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.

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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.