

**City of Dallas**  
**Classification Specification**

<b>Title:</b>	<b>Planner</b>	<b>Class Code:</b>	<b>28041</b>
<b>Application:</b>	<b>Career Series</b>	<b>Pay Grade:</b>	<b>G</b>
<b>Supplemental/Code:</b>	<b>Professional/2</b>	<b>Established:</b>	<b>10/01/94</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>	<b>Revised:</b>	<b>01/01/09</b>

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**Position Purpose**

Performs a variety of entry-level professional planning and zoning tasks for urban development needs.

**Essential Functions**

1. Compiles and analyzes data for planning purposes in a specialty area (e.g., zoning, land use, urban design, neighborhood conditions, parking) and to assist in the formulation of sound planning and design proposals.
2. Prepares various documents (e.g., case write-ups, proposals, docket material, notices and advertisements for public hearings) for others to present to departmental staff, citizens, and other interested groups.
3. Identifies needs and issues in target areas to develop improvement recommendations.
4. Meets with citizens and business interest groups to identify problems, goals and objectives, explain programs, and respond to questions.
5. Regular, reliable and punctual attendance is an essential function of the job.

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

Basic knowledge of the principles, methods, and techniques of urban planning and design.

Ability to do research in an orderly and timely manner.

Ability to analyze data, abstract problems, and conceptualize solutions.

Ability to understand and follow written and verbal guidelines and instructions.

Ability to effectively communicate ideas verbally and in writing.

Ability to interact with the public and peers in a positive manner.

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**

Normal office conditions.

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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.