

**LEGISLATIVE POLICY DIVISION**  
**CPC/HDAB - - “CITY PLANNER V”**  
**(SUPERVISORY PLANNER IV)**

This is a supervisory level position for the person with a minimum of 12 years of comprehensive and progressive professional practice in urban planning including the supervision over projects and personnel. Individuals filling this position would be supervised by the Director and Deputy Director. This person will possess the skills and knowledge to conduct and oversee all aspect of the office of the City Planning Commission and is authorized to exercise the responsibilities of the Deputy Director in his or her absence or as otherwise assigned.

Duties and Responsibilities:

- Assign and administer the work of the CPC;
- Supervise the preparation and finalization of CPC reports;
- Maintain the records of the CPC;
- Review and analyze plans taking into consideration accepted city planning principles, zoning practices, the Master Plan of Policies, elements of good design, sensitivity to surrounding neighborhoods and other factor in order to assess and make recommendations;
- Prepare reports and presentations for the City Council, CPC, staff, civic groups, other governmental agencies and the general public;
- Collect and analyze data from applicable sources and suggest changes in accordance with policies on physical and economic development;
- Prepare reports and make recommendations of zoning and rezoning requests for new and existing districts;
- Assemble and interpret mapped data and work with geographic information systems;
- Attend conferences and participate on taskforces and committees as a representative of the City Planning Commission;
- Analyze and evaluate site plans, elevations and other components of a project proposal and permit application;
- Attend and participate in meeting during the day and in the evenings on planning and related issues;
- Supervise the review and analysis of the social, economic and physical impact of proposals and policies;
- Conduct review of the Master Plan of Policies, the Capital Agenda, the DDA Plan, EDC project plans and the like;
- Review and report on tax abatement programs and requests;
- Plan and develop the organization and methodology for projects;
- Supervise, plan, and coordinate with other agencies review of elements of the Master Plan, zoning ordinance and other new and existing ordinances to ascertain and proceed with recommendations for policy change;
- Supervise the work of other planners;
- Work in a collaborative and multidisciplinary fashion with other LPD staff members on a wide variety of matters as assigned by the City Council;
- Assist in the review and preparation of the annual budget
- Explore and prepare grants;
- Set up community meetings, tours and site visits;
- Assist with office administrative tasks as demand may warrant.