

CITY OF CHATTANOOGA

Classification Specification Title: Planner 1

Department: City Planning

Pay Grade: GS.09

Supervision Received From: Administrator City Planning

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 6/29/07

Revision Dates: 4/3/25;

12/27/24; 10/20/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for supporting all aspects of the planning and development process including land use, transportation and community design, data collection, analysis, preparation of plans and reports, information, customer service and public presentations. Work is performed with limited supervision.

SERIES LEVEL: The Planner 1 is the first level of a three level planner series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Analyzes and collects planning related data/information from various sources including administrative records, field work, interviews, literature and online resources for making recommendations and preparing assessments for various planning projects.

Reviews zoning cases, subdivisions and other development proposals which includes performing site visits and evaluations. Communicates and confers with citizens, architects, developers, engineers and government agencies and officials, regarding a variety of technical issues associated with City, County and other municipalities; planning and zoning policies, development standards, land use development, demographic and economic trends, population estimates and forecasts and processes; provides information related to planning and zoning issues, both in person and over the phone.

Conducts land use, transportation and other planning-related studies including updates to existing plans, studies, programs and regulations.

Provide technical support to other staff.

Assists in the review of applications and submitted plans for various planning and zoning permits to ensure conformance with applicable ordinances, codes and policies.

Assists in the evaluation of recommendations for land use, transportation, capital improvements and other areas to be adopted as guides for public policy; works with applicable stakeholders to update and implement plan recommendations.

Prepares a variety of maps and reports; presents information at meetings and/or other events as required.

Participates in a variety of staff and development review meetings to discuss projects with peers and staff; provides interpretive assistance to staff on development standards, project proposals and/or clarification of policies.

Develops and gives presentations to community organizations, commissions, Boards, Councils, elected officials and/or other interested parties; serves as a facilitator at community outreach meetings.

Participates in researching and drafting legal documents, ordinances, resolutions and policies.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Urban Planning or related field and one (1) year experience in planning, program development, strategic planning, research and analytical applications activities; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

SUPPLEMENTAL INFORMATION:

Knowledge of customer service principles; municipal planning principles; land use planning principles; local government processes; database management principles and practices; GIS and mapping software applications; research methods; project management principles; statistical and mathematical concepts; site planning and architectural design principles; principles and practices of urban planning and development; planning terminology, methods, materials, practices and techniques; applicable federal, state and local laws, ordinances, codes, rules, regulations, policies and procedures. Skill in using computers and related software applications; providing customer service; managing projects; managing multiple priorities simultaneously; interpreting planning and zoning programs to the general public; performing mathematical calculations; reading and interpreting architectural and engineering drawings; reading maps and scales; conducting research; interpreting and applying applicable laws, ordinances, codes, rules, regulations,

policies and procedures; organizing, collecting and analyzing data; resolving conflict; creating and giving presentations; speaking in public; preparing reports and documents and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. Incumbents may be subjected to extreme temperatures.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.