



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
PLANNER, SENIOR
(COMPREHENSIVE PLANNING)
PLANNING

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position performs complex work in all areas of comprehensive planning and special projects. Serves as a lead worker. Reports to the Manager of Comprehensive Planning.

ESSENTIAL JOB FUNCTIONS

Performs analysis and makes recommendations relative to the comprehensive physical, social and economic planning projects in all phases of comprehensive planning. Assists with the preparation, updating, maintenance and implementation of the City's Comprehensive plans; prepares area, neighborhood, park, and transportation plans as required. Interacts with the public and others outside the work unit to obtain and provide information and assistance in a variety of circumstances.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Planning - Comprehensive knowledge of philosophies, practices, principles and techniques of the municipal planning process as they pertain to accepted comprehensive planning methodology.
- Policy and Procedures - Comprehensive knowledge of the City ordinances, codes and regulations pertaining to planning.

REQUIRED SKILLS

- Interpersonal Relationships/Customer Service - Develops and maintains cooperative and professional relationships with developers, employees and the general public. Able to effectively handle routine inquiries and complaints from or disputes with customers.
- Computer Skills - Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy. Knowledge of techniques in preparing maps, charts, plans, sketches and other graphics.

- Critical Thinking - Using logic and reasoning to understand, analyze, and evaluate complex situations and research information to identify the strengths and weaknesses of alternative solutions, forecasting, conclusions or approaches.

REQUIRED ABILITIES

- Time Management - Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology.
- Communication - Excellent ability to listen and understand directions, information and ideas presented verbally and in writing. Ability to handle a variety of customer service issues with tact and diplomacy in a confidential manner.

EDUCATION AND EXPERIENCE

Requires a Bachelor's degree in Planning, Urban Design, Architecture, Landscape Architecture or a closely related field and 3-5 years of experience in professional planning, or an equivalent combination of education and experience. Master's degree preferred.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and a valid driver's license with an acceptable driving record.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.