



JOB DESCRIPTION  
**PLANNER**  
(URBAN DESIGN)  
PLANNING

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

NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

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**GENERAL STATEMENT OF RESPONSIBILITIES**

Under general supervision, this position performs complex work in current planning and urban design. Reports to the Manager of Current Planning.

There are two (2) higher levels of Planner distinguished by the level of work performed and the qualifications of the employee.

**ESSENTIAL JOB FUNCTIONS**

Performs analysis and makes recommendations relative to departmental planning projects; reviews all design and site plans to ensure conformance with published urban design, architectural or landscape architecture requirements and guidelines. Assists in the review of architectural plans for public projects. Interacts with the public and others outside the work unit to obtain and provide information and assistance in a variety of circumstances. Prepares conceptual designs for future developments and participates in the development and editing of ordinances.

Coordinates with developers, architects in the design of new projects. Represents the Planning Department on committees and boards and review and recommends changes to design guidelines governing the City's Architectural Review Boards.

Performs support work for the Planning Commission; prepares recommendations, reports, and presentations on zoning applications, conditional use permits, special exceptions, and planned residential developments. Prepares summary and recommendations for City Council & Board of Zoning Appeals.

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 the development and redevelopment of urban areas.

- Policy and Procedures - Comprehensive knowledge of the City ordinances, codes and regulations pertaining to planning and urban design.

### **REQUIRED SKILLS**

- Interpersonal Relationships/Customer Service - Develops and maintains cooperative and professional relationships with contractors, 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 through spoken word or writing. Ability to handle a variety of customer service issues with tact and diplomacy and in a confidential manner.

### **EDUCATION AND EXPERIENCE**

**Planner I** - Requires a Bachelor's Degree in Planning, Architecture, Landscape Architecture or a closely related field, or an equivalent combination of education and experience.

**Planner II** - Requires a Bachelor's Degree in Planning, Architecture, Landscape Architecture or a closely related field and 1-2 years of related planning experience, or an equivalent combination of education and experience.

### **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.