ASHEVILLE, NORTH CAROLINA

Classification Specification

Urban Planner II - Long Range Planning

Job Code: 9952
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to perform professional level planning functions to develop, update and maintain plans, projects and regulatory codes, and to perform analysis and make staff recommendations regarding long range planning projects as assigned.

Distinguishing Characteristics:

This is the second level in the Urban Planner series. This classification is distinguished from lower levels in this job family by increasing degrees of scope, complexity, independence, responsibility and decision-making, as well as having a minimum of two years of experience in urban planning or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Supports long-range planning efforts by developing, implementing and tracking long-range plans, the City's comprehensive plan, master plans, small area/neighborhood plans, corridors studies, environmental studies, zoning text and map amendments, subdivision regulations, design standards and other similar documents and regulatory controls.
- Performs various statistical research and comparative analyses: compiles, maintains and updates planning operational data; coordinates and analyzes planning data; creates and analyzes geographic data and maps; forecasts and identifies future planning and growth management deficiencies, trends, and problems in area of assignment; evaluates impacts to proposed planning objectives and application to areas of responsibility; assists in development of planning recommendations and outcomes; modifies proposed goals and objectives accordingly; and develops and tracks metrics.
- Participates in preparation and administration of state and federal grants, inter-local agreements, land development regulations, and special studies as directed: gathers data; conducts research; and prepares

and submits related applications, documentation, and reports.

- Participates in planning projects and activities: researches projects; prepares related reports and documentation; attends a variety of meetings, workshops, and public forums with applicants and citizens; gathers feedback and answers questions; assists in explaining and providing information regarding planning, land use, zoning, transportation, or other project components; evaluates and analyzes potential project outcomes; and represents interests, policies, goals, and objectives of the City.
- Prepares a wide variety of materials, reports and documentation for public hearings, various meetings and board presentations: coordinates community engagement for projects; presents information to supervisors, City Council, boards and commissions, civic groups and the public on planning and growth management issues as directed.
- Works with various stakeholders throughout the city on issues of planning and community interest; represents the department at public meetings.
- Communicates with City administrators and elected officials, supervisor, other City employees, contractors, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems and provide professional and technical assistance and consultation; and provides consistently professional and responsive customer service.
- Mentors junior level planning staff on a project-by-project basis.
- May perform site plan and design review for various projects as needed, such as conditional zonings, rezonings, development projects of mid- to high-level complexity and size, subdivisions and voluntary annexations; assist in pre-application conferences; conduct review of development projects for technical and policy compliance and alignment; track and publicize projects; present at Technical Review Committee, City Council and other board and commission meetings; coordinate post-entitlement process; and conduct final inspections.
- May evaluate and analyze proposals and related data and information to ensure compliance with applicable laws, codes, ordinances, and related regulatory standards; evaluate environmental, statistical, impact and related information and data; identify non-compliance and adverse impacts; and recommend mitigation measures and other appropriate actions.
- Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, census data and population statistics, draft ordinances, sit plans, architectural designs, planning reports, maps, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.
- Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in City Planning, Urban Design, Landscape Architecture, Environmental Planning, Urban Studies, Architecture, Geography or a related field required; supplemented by a minimum of two years of experience in planning in one or more of these areas: urban planning, urban design, community development, public administration/policy or a related area; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required:. Must possess and maintain a valid North Carolina driver's license. An American Institute of Certified Planners (AICP) certification is preferred but not required.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Diversity, Equity and Inclusion: Requires the ability to value and respect cultural differences, balance different perspectives, to be intentional about expanding opportunities for all persons, traditionally underrepresented and underserved groups and diverse communities, and a demonstrated knowledge of diversity, equity and inclusion.

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria; includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives; and includes using data to help increase awareness and participation in planning processes, and support informed decision making.

Human Interaction and Collaboration: Requires the ability to work with others in a collaborative manner on complex programs, issues and opportunities associated with the responsibilities of the job, while creating and facilitating the flow of ideas, information and understanding amongst individuals and groups; has the ability to foster negotiation and mutual compromise among competing interests; often represents the department and/or organization when dealing with others; and resolves typical problems associated with the responsibilities of the job.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information, as well as the ability to present to boards and commissions and communicate with the community and applicants on development and design review.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Understands the interrelatedness of decisions and shows special concern for the long range consequences of present actions; requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve 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 a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

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

The City of Asheville 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 encourages both prospective and current employees to discuss potential accommodations with the employer.