

CITY OF ANN ARBOR, MICHIGAN  
JOB DESCRIPTION

JOB TITLE: City Planner

**Job Number: 110434/44/54**

**Date Finalized: 9/18/2017**

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| <b>Service Area:</b> Community Services<br><b>Service Unit:</b> Planning  | <b>Accountable To:</b><br>Planning Manager |
| <b>Mission Statement</b><br>The City of Ann Arbor’s mission is to deliver exceptional services that sustain and enhance a vibrant, safe and diverse community.  |  |
| <b>Role Summary</b><br>Performs a variety of professional planning activities including review of development and land use applications; zoning and site plan review; modifications of historic structures, historic district development, serves as project manager for development applications; prepares written project analyses and makes written recommendations; prepares and presents oral, written and graphic presentations to various boards, commissions and the general public, prepares and reviews City Ordinances; conducts site inspections; provides technical assistance to the general public; and performs related work as required.   |  |
| <b>Duties</b><br>Incumbent performs under the general supervision of the Planning Manager and may be responsible for, but not limited to, the following duties:<br><br><u>Essential Duties</u> <ul style="list-style-type: none"><li>• Serves as project manager on development projects and a variety of assignments, including analyzing and evaluating site plans, performing technical reviews and making recommendations, coordinating site plan reviews, ensuring plans and applications receive appropriate approvals, writes staff reports detailing issues</li><li>• Prepares clear and concise written analysis of facts and relevant issues</li><li>• Drafts language for ordinance or guideline modifications</li><li>• Reviews zoning variances for conformance to applicable ordinances and policies</li><li>• Reviews building modifications and development projects in historic districts for conformance to applicable ordinances and policies</li><li>• Provides support to a variety of boards and commissions on a regular or occasional basis</li><li>• Presents plans and design concepts effectively at public meetings</li><li>• Speaks at various commission and committee meetings and other public hearings and meetings</li><li>• Organizes and facilitates public involvement processes</li><li>• Confers with and provides information to property owners, contractors, developers, engineers, architects and the public regarding standards, plans, specifications and codes; explains codes, requirements and procedures</li><li>• Serves as project manager on a variety of assignments</li><li>• Performs research, planning and technical analyses for complex projects</li><li>• Acts as technical advisor to other City staff for addressing complex issues</li><li>• Addresses complaints from citizens and others</li></ul> |  |

### Related Work

- Reviews complex, multi-dimensional applications for residential, commercial and industrial development
- Evaluates alternatives and conformance with City policies, ordinances, the plans and state and federal laws
- Determines the necessary provisions for development agreements and supplemental regulations
- Prepares and presents staff reports to the various boards, commissions, committees and City Council regarding such applications
- Serves as project manager for complex multi-dimensional planning projects, updates and creates long-range planning documents
- Establishes new zoning districts or a significant modification to an existing district and determines compatibility with existing land uses
- Prepares complex written project analysis including identifying appropriate land use policy, design issues and environmental requirements and makes recommendations for action
- Plans, organizes and manages updates of City plans
- Serves as staff liaison for review boards, ad-hoc committees and elected officials, including providing technical advice and giving presentations
- Participates in orientation and training of new planning staff

### **Knowledge of** (position requirements at entry)

- Professional planning practices related to City and regional planning, zoning administration and historic preservation
- Comprehensive plans and the development process
- Pertinent federal, state, county and city laws, codes, ordinances, standards and regulations pertaining to zoning, development and historic preservation
- Practices of researching planning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports
- Computers and software applications used in business settings (e.g. word processing, e-mail, spreadsheets, graphics, and data bases)
- Computers and software used in the management of the development process including reviews, permitting and other compliance related activities
- Outstanding customer service principles

### **Skills and Ability to:** (position requirements at entry)

- Interpret, explain and apply appropriate policies, regulations, and procedures to petitions and applications
- Conduct complex planning research projects, evaluate alternatives, make sound recommendations and prepare effective technical staff reports
- Conduct zoning studies and interpret City zoning laws, regulations and codes
- Conduct historic property studies and interpret City and State historic district code and regulations
- Organize information and materials in effective written and graphic presentations
- Make clear and compelling presentations to various boards, commissions, community groups, trade groups, developers and the general public
- Plan, organize and facilitate public planning meetings
- Set priorities, coordinate multiple projects and meet critical deadlines
- Coordinate, analyze and independently perform technical research and present the results in a clear and concise manner to the appropriate audience
- Develop and maintain non-partisan, respectful and effective working relationships
- Effectively represent the City with governmental agencies, community groups, business, professional and regulatory bodies and with property owners, developers, contractors and the

general public

**Equipment**

Computer, Microsoft Office applications, development process management software, GIS software and miscellaneous office equipment

**Training and Experience** (position requirements at entry)

Required:

- Bachelor's degree from an accredited college or university with major coursework in Urban Planning, Environmental Planning, Landscape Architecture, Historic Preservation or a closely related field.
- Progressively responsible planning or planning-related experience: at least three years
- Project or program management: at least one year

Preferred:

- Master's Degree from an accredited college or university with major coursework in Planning, Landscape Architecture or Public Administration or a closely related field

**Licensing Requirements** (position requirements at entry)

- AICP Certification (at level 5)

**Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Positions in this class typically require the ability to walk, stand, stoop, bend, kneel, crouch, reach, pull, push, feel, grasp, lift, talk, see, hear and perform repetitive motions.

Move, lift and carry materials and equipment up to 25 pounds such as mail, supplies and files. Operating office equipment requiring continuous or repetitive hand/arm movements.

The incumbent may be required to traverse on rough, uneven terrain, as well as wet and slippery surfaces to inspect various work, building or sites.

Light Work: Exerting up to 25 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.

**Description Prepared By**

D. Kerry Laycock / Planning Job Design Team January, 2006 / HR Review RMM 1/23/06

Updated by Brett Lenart/ HR Review – JC, AW 10/17/2016/ Union approved by Curt Morris 12/1/2016/ Service Unit Name Change 8/18/2017/Union Reviewed by Curt Morris 9/18/2017