

**CITY OF CHEYENNE  
PLANNER I  
DEVELOPMENT DEPARTMENT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

To perform professional level work in the field of current or comprehensive planning; and to provide information and assistance to developers, the business community and the public on planning, zoning, housing, annexations and development related matters.

**DISTINGUISHING CHARACTERISTICS**

This is the entry journey level class in the Planner series. This class is distinguished from the Planner II by the performance of the more routine tasks and duties as assigned to positions within series including assisting the public in plans examination and zoning and code interpretation. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

**SUPERVISION RECEIVED AND EXERCISED**

Receives immediate supervision from supervisory or management staff.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

1. Accept responsibility and take initiative to ensure that assignments are carried out with accuracy and on time.
2. Confer with and advise architects, builders, attorneys, contractors, engineers and the general public regarding City development policies and standards for zoning applications, subdivision regulations, site development and other planning issues.
3. Compile information and make recommendations on special studies and prepare planning reports.
4. Inspect properties and structures for compliance with current City zoning codes and regulations; identify corrective actions to be taken by owner.
5. Review development proposals and applications for compliance with appropriate regulations and policies; prepare reports on recommendations.

6. Prepare and present staff reports for the Planning Commission, Board of Adjustment, City Council, and County Commissioners; participate on various committees and advisory boards as directed; undertake research; prepare reports and maps.

### **Essential Functions**

7. Communicate at public hearings and write in a clear, concise and accurate manner.
8. Check commercial, industrial and residential development plans to determine if plans qualify for zone clearances.
9. Able to meet quick-turnaround deadlines and work in a fast-paced environment; ability to multitask and maintain a course of action.
10. Participate in community development planning
11. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints

### **Marginal Functions:**

1. Provide information to staff pertinent to the development of the General Plan; recommend and develop policies and procedures for future zoning, environmental and other issues that impact City growth and expansion.
2. Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Basic principles and practices of urban planning and development.  
Basic principles and procedures of current, comprehensive and transportation planning.  
Word processing, including effective working knowledge of Microsoft Word, Excel and PowerPoint.

### **Ability to**

Laws underlying general plans, zoning and land divisions.  
Current Literature, information sources and research techniques in the field of urban planning.  
Perform professional level work in current, comprehensive and transportation planning.  
Interpret planning and zoning programs to the general public.  
Respond to difficult and sensitive public inquiries.  
Understand and carry out oral and written directions.  
Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Maintain mental capacity which allows for effective interaction and communication with others.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Sitting for extended periods of time.*
- *Operating computers, copiers, and related office equipment.*
- *Perform occasional site inspections.*
- *Making observations.*
- *Communicating with others.*
- *Reading and writing.*

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Some responsible experience in urban planning is desirable.

**Training:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in planning, geography, public administration, business management or a closely related field.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment with occasional field inspections.  
Attendance at night meetings is required.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

**Updated 10/06**