

Planner II

DEFINITION

The Planner II carries out advanced/complex level planning duties and in the majority of cases provides leadhand supervision over professional planners and technical staff as required. Work of this class encompasses responsibility for a specialized level of planning work performed in a variety of professional planning related fields.

Employees of this class are responsible for the initiation, development, resolution and completion of a variety of projects or work assignments. The level of work requires employees to use their greater scope of planning experience to address issues from a broad perspective and use advanced levels of judgement, initiative and creativity to complete the work. The nature of the work requires independence and judgement within departmental and corporate guidelines.

Incumbents within this class may work independently as an advanced level specialist in a specific planning program or function.

Work of this class is distinguished from the Planner I in that incumbents are expected to work as specialists in a program or function, or have the responsibility to complete more complex assignments which may include the leadhand supervision of other planners and technicians on a project basis.

Typical higher level responsibilities may include:

- coordinating the design, production and implementation of complex assignments,
- analysis of complex, sensitive and/or atypical development applications,
- preparing work programs for review, identifying steps, timelines, manpower and other resources required, analyzing issues and recommendations of others and developing and implementing recommendation

TYPICAL DUTIES *

Perform specialized planning work in the fields of; land use planning, development planning, land use control, transportation and community planning, urban design, heritage conservation, socio-economic forecasting, trend analysis, urban economics and information systems and parks and recreation facility planning. Incumbents make presentations on these subjects to Committees of Council, Technical Committees, interdepartmental committees and community groups.

Review and analyze projects, plans any new policies in relation to existing plans, policies and standards to determine degree of consistency and appropriateness.

Develop terms of reference for consultant studies; establish selection criteria, undertake initial evaluation of consultants and recommend selection, provide direction and guidance to consultants

Attend, participate and/or organize meetings as required with Provincial and Federal Government agencies and committees, various community interest groups, development industry representatives and other groups;

Supervise and co-ordinate the work of Planner I's as well as technical and support staff on a project or as directed basis. Where the position includes supervisory responsibility, this work includes developing work programs and project terms of reference with schedules; activities, costs and timelines, and evaluate work performed.

Develop, apply and enhance computerized forecasting and analysis models; develop and implement methodologies and analytical techniques, while ensuring appropriate, relevant research is conducted.

Design, develop, apply and enhance computer-based planning information systems to support neighbourhood planning, land use and development activities analysis, and specialized research.

Design, implement and evaluate planning projects of significant impact, develop and administer project schedules, activities, timelines, costs, production and other processes. Respond to project inquiries of a sensitive or complex nature from council, senior administration, general public, developers and contractors.

Co-ordinate, advise and/or develop project assignments by investigating problems, identifying issues, analyzing information and formulating recommendations.

Co-ordinate multidisciplinary studies and prepare detailed reports for senior level concurrence; recommend new or revised policies and programs, prepare or review plans to ensure compliance with established standards or procedures.

Perform related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

In addition to comprehensive knowledge, ability and skill with respect to applicable portions of the Planner I classification, employees in this classification will be required to demonstrate superior capacity and understanding in the following areas:

- Broad and demonstrated experience in handling projects or areas of specialization that are complex, highly sensitive and that have significant future impact.
- Ability to ensure work is co-ordinated to proceed simultaneously concurrent to other specialist projects.
- Significant knowledge of the practices and objectives of the City as well as regional planning issues related to the project or area of specialization.
- Significant understanding of the inter-relationships among project activities in various disciplines.
- Significant knowledge of planning legislation and regulatory requirements, including ability to effectively exercise discretion and independence in the interpretation and application of requirements.

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- Knowledge of standard statistical techniques and research methodology.
- Knowledge of urban design, land use planning and control and/or other identified areas of specialization.
- Ability to establish and maintain effective working relations as necessitated by work assignments, including ability to analyze and resolve areas of conflict as appropriate to this position.
- Ability to plan, assign and supervise the work of junior professionals and other project staff as assigned.
- Skill in preparing and presenting comprehensive plans, reports and submissions.
- Working knowledge of computer programming, systems development, data storage, and retrieval and systems output report development as it relates to planning requirement.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Bachelor's degree in Urban Planning or a degree related to the functions specific to the position and a minimum of four (4) years' progressively responsible related planning experience.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0670		2059	
Grade	032		034	
Last Updated:	2011 - Nov			
Previous Updates:	0670 -2010-Mar 1992-02; 1989-Mar; 1986-Mar; 1983-Feb; 1982-Feb			
Originated:	(0670 - 1981-Nov) (2059 - 2006-Dec)			