

CITY OF ANN ARBOR, MICHIGAN

JOB DESCRIPTION

JOB TITLE: City Planner I-V

Job Number: 110414/110424/110434/110444/110454

Date Finalized: 11/8/2024

Service Area: Community Services Service Unit: Planning	Accountable To: Planning Manager
Mission Statement The City of Ann Arbor's mission is to deliver exceptional services that sustain and enhance a vibrant, safe and diverse community.	
Summary: Responsible for diverse professional planning tasks, such as reviewing development and land use applications, conducting zoning and site plan reviews, overseeing historic structure modifications and district development. Acts as project manager for development applications, producing written project analyses and recommendations, and delivering oral, written, and graphic presentations to boards, commissions, and the public. Contributes to the preparation and review of City Ordinances, conducts site inspections, offers technical assistance to the public, supports Comprehensive Planning initiatives, and performs additional duties as needed.	
Duties The Planner, under the supervision of the Planning Manager, performs various responsibilities with increasing independence, including but not limited to:	
<u>Essential Duties</u> <ul style="list-style-type: none">• Manages development projects and assignments, analyzing site plans, conducting technical reviews, coordinating plan reviews, and ensuring appropriate approvals.• Writes staff reports and memorandums related to work.• Prepares concise written analyses of facts and relevant issues.• Drafts modifications to ordinances or guidelines.• Reviews zoning variances for conformance to applicable ordinances and policies.• Reviews building modifications and development projects in historic districts for conformance to applicable ordinances and policies.• Supports boards and commissions regularly or as needed.• Presents plans and design concepts effectively at public meetings.• Speaks at commission, committee and other meetings and public hearings.• Organizes and facilitates public involvement processes.• Provides and explains information to property owners, contractors, developers, engineers, architects and the public regarding standards, plans, procedures, specifications, and codes.• Manages diverse assignments as a project manager.• Conducts research, planning and technical analyses for complex projects.• Advises City staff on complex and technical issues.• Addresses citizen and public complaints.	
<u>Related Work</u> <ul style="list-style-type: none">• Reviews complex applications for residential, commercial and industrial development.• Evaluates conformity with City policies, ordinances, plans and state/federal laws.• Determines provisions for development agreements and supplemental regulations.• Presents staff reports to boards, commissions, committees and City Council.	

- Manages complex planning projects, including updates and creation of long-range planning documents.
- Establishes new zoning districts or modifies existing ones, ensuring compatibility with current land uses.
- Prepares detailed project analysis, addressing land use policy, design issues, and environmental requirements, and provides recommendations.
- Plans, organizes and oversees updates to City plans.
- Acts as staff liaison for review boards, ad-hoc committees, and elected officials, offering technical advice and delivering presentations.
- Participates in orientation and training of new planning staff.
- Performs related work as assigned

Knowledge of: (position requirements at entry)

- Professional planning practices in City and regional planning, zoning administration and historic preservation.
- Comprehensive plans and the development process.
- Relevant federal, state, county and city laws, codes, ordinances, standards and regulations related to zoning, development and historic preservation.
- Researching planning issues, evaluating alternatives, making informed recommendations, and preparing and presenting effective staff reports.
- Proficiency in business software applications such as word processing, email, spreadsheets, graphics, cloud-based computing, and databases.
- Familiarity with software used in development process management, including reviews, permitting and other compliance activities.
- Strong understanding of 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)

Level 1 Required:

- Bachelor's Degree in planning or related field

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; Updated
by Brett Lenart 9/2024; HR Review – CW 9/2024; Union approved by Robert Sloan 11/8/2024