Title: Planner II

Pay Scale Group: 00 (Broadband)

Essential Function

Provides professional architectural planning services supporting implementation of the master plan; makes independent contributions to projects based on professional training or functions experience.

Characteristic Duties (responsible for administrative and fiscal control of several functions)

Works independently on moderately complex projects/problems;

Contributes effectively to the collective team effort (e.g., offers ideas, solutions, and resources);

Prepares and reviews professional service contracts, consultant documents and agreements and special studies reports;

Observes and reports on work in progress;

Administers contracts;

Develops graphic standards;

Maintains slide library;

Accomplishes assigned results for projects, or for significant aspects of larger, complex assignments;

Serves as seasoned planner.

Minimum Qualifications

Bachelor's degree in Architecture or Urban Planning with five (5) years of related experience.

Knowledge/Experience

Possess proficient knowledge of professional architectural planning services (e.g., graphic standards, field observations, and project scopes); utilizes professional judgment to assist with the management of projects and resolve problems. To Progress Through This Level: Demonstrates increased professional capabilities; demonstrates continual success in performing increasingly more complex projects and studies that require both seasoned technical skills and judgment; develops and completes projects/programs in a timely manner and within budget.
Communication:

Effectively communicates and provides feedback to upper management on issues that impact projects.

Interaction with Others

Interfaces well with other professionals on projects; provides technical guidance to assigned staff.

Work Complexity

Performs a broad range of work with minimal supervision; understands interdependency of deadlines and budgets on multiple projects and preserves integrity of others’ deadlines and overall projects progress and success; independently identifies and solves problems relying on own resources to resolve them.

Guidance & Supervision Received

Performs work independently with limited technical guidance; receives guidance on more complex questions and issues from senior level staff.