

**CITY OF GREENBELT, MD  
CLASS SPECIFICATION**

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**CLASS TITLE:** Community Planner I and II  
**DEPARTMENT:** Planning and Community Development  
**REPORTS TO:** Assistant Planning Director

**SALARY GRADE:** 16 & 18  
**FLSA STATUS:** E  
**DATE:** 03/2009

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**JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:**

Responsible for assisting with City planning functions including, assisting with the preparation of planning studies, the review of development plans, drafting of legislation, preparing reports, correspondence, plans and other written materials, coordinating capital projects, and coordinating work with professional consultants.

**ESSENTIAL JOB FUNCTIONS:**

Conduct studies; preparation of plans, reports, recommendations and correspondence on planning, zoning, development, housing, transportation, environmental and related issues.

Review planning, zoning and development proposals; coordinate the review with other City staff, the Advisory Planning Board and City Council.

Responds to public inquiries regarding land use, permit applications procedures and other planning issues.

Drafts and presents testimony on behalf of City Council to County and State Officials.

Coordinates and manages capital projects including plan preparation, presentation of plans, RFP creation and review, contract selection, award and negotiation, contract oversight.

Monitors and participates in regional road improvement projects.

Drafts and enforces private development agreements.

Pursues grant funding and administers grant projects including preparing reports, managing budgets, meeting with State representatives and overseeing consultants.

Assists in the processing of variances and departures including reviewing applications, meeting with applicants, coordinating public notices, reviewing and analyzing requests, preparing and presenting recommendations and drafting resolutions.

Represents the City on various boards and organizations on the local, regional and state levels. Represents the department at various board and committee meetings and provides liaison with other departments on related activities.

Generates maps using Geographic Information Systems (GIS) software.

**IMPORTANT JOB FUNCTIONS:**

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Computer                      General Office Equipment

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Community Planner I

Master's degree from an accredited college or university in City, Urban or Community Planning, Urban Studies, or a related field;  
or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Community Planner II**

Master's degree from an accredited college or university in City, Urban or Community Planning, Urban Studies, or a related field;  
and,

Two years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

None Required

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Community planning concepts and techniques.

City planning process.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

**Skill in:**

Preparing clear and concise reports, correspondence and other written materials.

Communicating orally and in writing with internal staff, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

**Mental and Physical Abilities:**

Ability to work independently.

Ability to analyze situations and problems and devise solutions.

Ability to analyze data and prepare technical reports.

Ability to draft, review and critique legislation.

Ability to establish and maintain effective working relationships with a variety of people.

While performing the essential functions of this job the employee is frequently required to sit; use hands to finger, handle, feel or keyboard; speak and hear; lift and/or move up to 10 pounds.

**Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.