Our growing company is hiring for a city planner. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for city planner

- Assists with processing applications and meeting planning requirements
- Oversees and thoroughly reviews development and land use applications projects, including architectural, zoning, site and environmental impact plans to ensure projects are valid and consistent within the departments guidelines
- Responsible for coordinating in house reviews with contractors, and ensures that plans and applications receive appropriate signatures
- Manages consultant contracts including determining scope of work and budgets, and approving contract payments
- Responsible for gathering, developing, and analyzing the data used in the preparation of routine project analysis reports and staff reports involving land use and permits for development plans
- Monitors projects in regards to milestones and deadlines
- Advises builders, developers, property owners and other departments on City ordinances, requirements, and resolutions, planning and zoning policies and provides technical design assistance when needed
- Assists in preparing general plan updates
- Makes presentations to the Planning Commission on routine development matters
- Need to know Microsoft Projects or P6

## Qualifications for city planner

- Must know how to extract data from SAP, enter into schedule and generate

- Input and manage budged resource units at the activity level
- Extract earned unit hours from schedule and apply to the progress curves for actual % complete
- Extract actual hours by phases from CDMS timekeeping system and apply to a productivity graph along with Primavera earned hours by day
- In-depth knowledge of MS Excel and able to perform, complex formulas, charts, graphs, and pivot tables
- In-depth knowledge of Primavera 6 or Microsoft Projects