

# Example of City Planner Job Description

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Our company is searching for experienced candidates for the position of city planner. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for city planner

- Generate shop orders for both production and assembly
- Analyzes product demand patterns and trends to develop demand forecasts in conjunction with Sales/Marketing input
- Develops purchase forecasts for 3rd party and Intercompany suppliers
- Analyzes inventory then develops and implements reduction plans to achieve Net Working Capital targets
- On a monthly basis, provides quarter/year ending inventory projections to Finance for Corporate reporting
- Creates and manages purchase orders to meet demand and inventory targets
- Works with Sales, Marketing, and Customer Service on issues related to product launches, shortages, and minimization of excess/obsolete inventory
- On a weekly basis, creates a backorder report status which is distributed to Sales, Marketing, Finance, and other management positions
- Prepares and distributes workflow schedules via shop orders for kits to be built by warehouse personnel
- Performs other duties within competency as assigned or as necessary

## Qualifications for city planner

- Will know what part/parts will require special engineering, special purchased components, or special op-data to ensure that certain shop orders flow through the system correctly
- Knowledgeable of truckload quantities with regard to customer orders

- Reschedule CPSD, has the responsibility to give a new customer schedule if they foresee a potential problem in the future that will force the original schedule to be missed
- Have the ability to create excel spreadsheets to monitor business trends
- Issue production schedule