



Planner

DEFINITION

Under administrative direction, perform professional work assisting in the administration of City land use regulations including review for compliance and approval of a variety of subdivision, site development plans, special permits, and zoning reviews for building permits; and other types of planning tasks as assigned.

SUPERVISION RECEIVED

Reports to the Director of Community Development.

SUPERVISION EXERCISED

May exercise direct supervision over subordinate staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Review subdivisions, site plans, construction drawings, and coordinate building permit applications to ensure compliance with local regulations.

Research plats, deeds, and records, and provide field analysis for review purposes.

Respond to citizen requests for information regarding planning, zoning, and subdivision requirements, and assist developers through the planning process.

Process zoning amendment requests, vacation requests, variance requests, and conduct meetings with stakeholders in development review.

Coordinate and mediate correspondence between consultants, agencies, and developers.

Assist with drafting subdivision, zoning, and other regulatory amendments and ordinances.

Assist with development of annual reports, infrastructure survey reports, and yearly goals.

Attend a variety of meetings and training seminars.

Research, prepare, and present information at public meetings before various boards, commissions, and councils.

Conduct technical research; gather, interpret, analyze, and prepare data for studies.

Research, prepare, and present reports on various topics to City officials and other agencies.

Provide technical and professional advice to architects, engineers, contractors, developers, community groups, public officials, decision makers, and the general public regarding land use applications, ordinances, codes, plans, policies, procedures, regulations, programs, and services.

OTHER JOB RELATED DUTIES

Complete various other tasks as assigned, and perform related tasks as needed.

ESSENTIAL JOB RELATED QUALIFICATIONS

Knowledge of:

- Principles and practices of urban and city planning.
- Pertinent federal, state, and local laws, codes, and regulations.
- Land use laws and planning theory.

Skill to:

- Operate modern office equipment including computer equipment and software.
- Operate a motor vehicle safely.

Ability to:

- Read and interpret blueprints, site plans, plats, and architectural designs.
- Use GIS systems for research and analysis and to compile relevant information for presentation purposes.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Reproduce maps, plats, and photocopies; collect data for use in preparing graphs, charts, and other visual displays.
- Communicate clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

Experience:

- Two years of planning experience.

Training:

- Bachelor's degree in urban planning, geography, public administration, architecture or related field is required. A Master's degree is desirable. Familiarity with ArcView and ArcGIS are desired.

License or Certification:

AICP certification is desired.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to sit, stand, walk, kneel, stoop, crawl, twist, and climb; ability to travel to different sites and locations.

Effective date: January 16, 2007

Revised: February 2009