

Planner 1

DEPT:	Community Development	FLSA:	Non-Exempt
DIV:	Planning & Zoning	EEOC:	Professionals
DATE:	July 2016		



POSITION SUMMARY

Performs a variety of **entry level professional and technical duties** related to implementing department work plans and programs and monitoring community compliance with established planning, zoning and development ordinances.

SUPERVISION RECEIVED

Works under the general supervision of the Planning Director or Planner III while in training or on a project-by- project basis.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Conducts research on issues, policies, and concepts pertaining to planning, zoning, and community development; presents reports, analysis and findings to the planning commission and/or city council; prepares written reports in response to public requests for zoning applications and various ordinance and development code changes.

Prepares proposals in draft form for amendments to development code, zoning ordinance or policy governing local planning, zoning, and development.

Conducts feasibility studies; prepares a variety of reports related to project progress; reviews and updates ordinances affecting planning, zoning, signing, traffic, transportation development and related departmental areas; assist in coordination of projects with other departments or governmental agencies; serves on various committees.

Prepare and update various land use and planning maps; operates computer to generate computerized maps; utilizes computer to conduct various research and solve planning problems; assists in maintaining effective software.

Performs technical customer service; meets with the general public to discuss planning, zoning, and development issues; attends public hearings and open house and assists the public to define concerns and presents public questions to management; follows up with public to apprise of city policy and decisions.

Reviews commercial and residential plans and specifications to assure compliance with city zoning ordinances; cooperates with builders and developers and assists by identifying actions needed to secure compliance. Conducts field inspections as needed to assist with project reviews.

Participates in DRC project review meetings with various city department and developer representatives and identifies problem areas related to zoning; participates in Planning Commission, Board of Adjustment, and related administrative processes related to project management, code development, bonding, etc.; prepares and presents staff reports to city council.

Prepares staff input for planning commission meetings and Board of Adjustment; presents findings and answers questions regarding agenda items.

Assists with business licensing and home occupation permit processes; receives and processes applications and renewals; receives payment of fees.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from college with a bachelor's degree in urban planning, public administration or a closely related field;

AND

B. No experience necessary;

2. Knowledge, Skills and Abilities:

Some knowledge of legal system and procedures affecting planning, zoning and related operations of the city; principles and practices related to local government planning and zoning, economics, sociology and community organization as applied to urban planning; planning and zoning and subdivision law, theory and application; the relationship between factors affecting urban planning policy, such as economic, political, sociological, legal, etc.; local government structure and operations, including the budgetary procedures and fiscal management; research methodology, statistical analysis and evaluation of research data; land use, zoning, federal, state, and local laws; interpersonal communication skills.

Skill in the art of diplomacy and cooperative problem solving.

Ability to interpret codes accurately and effectively; enforce regulations with fairness, tact, and impartiality; communicate effectively verbally and in writing; prepare and present technical reports; operate personal computer and various applications (i.e., GIS, AutoCAD, MS Office); performs advanced mathematical calculations; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

3. Special Qualifications:

None.

4. Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, etc. Talking, hearing and seeing required in the daily performance of job duties. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving. Periodic travel required in course of performing portions of job functions. Frequent local area travel required in the normal course of performing job duties.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____

(Employee)