

Planner 3

DEPT: Community Development
DIV: Planning & Zoning
DATE: July 2016

FLSA: Non-Exempt
EEOC: Professional



POSITION SUMMARY

Performs a variety of **full performance professional and technical duties** related to developing and enforcing general plans. Assists with 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

May provide close supervision to Planner(s) II, I and interns while in training or on a project-by-project basis.

ESSENTIAL FUNCTIONS

Performs as a lead planner and provides project management and oversight for assigned and various planning projects, i.e., trails, transit, transportation, regional planning, local development, etc.

Acts as CDBG administrator for the city, prepares applications, develops and submits plans for city council approval, oversees disbursement of funding and monitors compliance with HUD regulations; performs project management/oversight for trail related projects; seeking grants for such projects.

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 development 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; manages project scheduling and implementation.

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 for creating planning solutions.

May assist to update city maps reflecting changes in developments and subdivisions; assigns property addresses according to established formats and guidelines.

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.

Review and approve landscape plans for compliance with city landscape ordinance; monitors building setbacks, signing requirements, driveways, parking lots, architectural standards, dumpster utilization and placement and related site compliance concerns.

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. Four (4) years of responsible experience performing above or directly related duties;

OR

- C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Working 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; make effective public presentations; communicate effectively verbally and in writing; prepare and present technical reports; operate personal computer and various applications and graphic topic software (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:

AICP certification is preferred.

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)