



Title: Planner

FLSA Status: Exempt

SAFETY STATUS: Non Safety Sensitive Position

BRIEF DESCRIPTION:

This is a full-time position under the general direction and supervision of the Development Services Director. This position is responsible for performing technical tasks, including development application processing, subdivision plat review, site plan review, and research. The position assists the general public with planning and development concerns and inquiries, and provides staff support to the Planning and Zoning Commission, the Board of Adjustment, and the Architectural Review Board.

ESSENTIAL JOB FUNCTIONS:

- Provide outstanding service to internal staff and customers to include general public, contractors, and elected officials.
- Process incoming applications for departmental review related to permits, licenses, registrations, and Boards and Commissions.
- Handles payments, prepares receipts, balances cash drawer, and keeps accurate record of deposits.
- Evaluates and reviews residential site plans, commercial site plans, multi-family site plans, rezoning, ordinance amendments, specific use permits, variances, plats, and other proposals for compliance with ordinances, regulations, and plans, and reviews plat/subdivision applications.
- Researches plans and reports for compliance with zoning and subdivision regulations.
- Coordinates with landowners, engineers, architects, tradesmen, and others in regards to project management and document review for new development.
- Prepares and presents detailed reports on development proposals to various government bodies.
- Assists with code compliance regarding regulation, research, and mailings.
- Performs research necessary for new developments.
- Interprets and applies applicable state and local codes, ordinances, and regulations.
- Drafts memoranda, letters, and reports related to research findings; creates graphics to display research findings; assists other staff members with graphical presentation materials as needed.
- Attends Planning and Zoning Commission, Board of Adjustment, Architectural Review Board, and City Council meetings and community meetings as necessary.
- Takes and compiles meeting minutes for the various Boards and Commission.
- Intakes Board applications and ensures submittals are complete.
- Creates and processes public notices and posts meeting agendas for the various Boards and Commissions.
- Assists in developing long-range plans for community and development issues.
- Assist in developing strategies to promote economic and community development for efficient land use consistent with community goals.
- Attends AICP training seminars & land use and planning (legal updates) seminars.



- Performs other duties as assigned by the Development Services Director and City Manager.

REPORTS TO:

This position reports to the Development Services Director.

SUPERVISES:

NONE

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree in Planning, Geography, Landscape Architecture, Architecture, or a closely related field preferred with two (2) years planning experience and training providing the required knowledge, skills, and abilities; or a master's degree in planning or a related field in lieu of experience. Applicants with commensurate experience and certifications may also be considered.
Experience	Knowledge of real estate development regulations and processes, including Federal, State and local laws. A working knowledge of code enforcement, floodplain development, fire code, GIS and other development related areas of expertise is also recommended.
Supervision	Ability to supervise, train and evaluate assigned staff preferred.
Human Collaboration Skills	Final decisions regarding policy development and implementation are made and/or recommended as part of interactions. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Freedom to Act	Receives Administrative Direction: Within this job, the employee normally performs the duty assignment within broad parameters defined by general organizational requirements and accepted practices. Total end results determine effectiveness of job performance. This is typically a high level management, professional, or executive position.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Fiscal Responsibility	Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.



Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study. Ability to develop complex written reports and make presentations.
Certification & Other Requirements	Valid Driver's license. American Institute of Certified Planners (AICP) Certificate is preferred.

OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	Medium	X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	X	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	making presentations, communicating with co-workers, observing work site, observing work duties
Sitting	F	desk work, meetings, driving
Walking	F	to other departments/offices/office equipment, around work site
Lifting	O	files, supplies, equipment
Carrying	O	files, supplies, equipment
Pushing/Pulling	O	file drawers, equipment, tables and chairs, hose
Reaching	O	for supplies, for files
Handling	F	paperwork
Fine Dexterity	F	computer keyboard, calculator, telephone pad
Kneeling	R	filing in lower drawers, retrieving items from lower shelves/ground
Crouching	R	filing in lower drawers, retrieving items from lower shelves/ground
Crawling	N	
Bending	R	retrieving items from lower shelves/ground, making repairs



Twisting	F	from computer to telephone, getting inside vehicle
Climbing	F	ladders, stairs, step stool
Balancing	O	on ladders, on step stool, on equipment
Vision	F	driving, observing work site, reading, computer screen
Hearing	F	communicating with co-workers and public and on telephone, listening to equipment
Talking	F	communicating with co-workers and public and on telephone
Foot Controls	F	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, copier, fax, vehicle, calculator, computer and associated hardware and software

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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-Health and Safety Factors-	
Mechanical Hazards	O
Chemical Hazards	R
Electrical Hazards	R
Fire Hazards	R
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

(1) N/A

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Environmental Factors-	
Respiratory Hazards	W
Extreme Temperatures	D
Noise and Vibration	M
Wetness/Humidity	D
Physical Hazards	N

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat and safety vest when in City right of way



NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-		-Frequency-
Time Pressure		F
Emergency Situation		O
Frequent Change of Tasks		F
Irregular Work Schedule/Overtime		O
Performing Multiple Tasks Simultaneously		F
Working Closely with Others as Part of a Team		F
Tedious or Exacting Work		O
Noisy/Distracting Environment		O
Other (see 2 below)		N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3) N/A



SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.