

CITY PLANNER

GENERAL STATEMENTS OF DUTIES

Performs a variety of current and long-term planning activities. Works individually and in team format on a project basis establishing and implementing goals and strategies to guide the development of the City. Analyzes plans, implementation strategies and elicits citizens' input on a variety of community issues related to neighborhood and community development. Enforces city ordinances and codes governing all development projects within the community. Supervision of enforcement activities. Work requires contact with residences, businesses and city staff. Does related work as required.

DISTINGUISHING FEATURES OF THE POSITION

This highly responsible, professional position requires skill in planning administration, enforcement, supervision, research, analysis, presentation and interpretation of site plans and local, state and federal laws. Represents the city's interest while interfacing with residents, businesses, community commissions, and boards. Coordinates development proposals from inception through construction. This employee must exercise initiative and sound judgment in conducting planning studies, analyzing data and developing recommendations. Functional supervision may be exercised over subordinates engaged in planning surveys and research projects. Works under the general supervision of the Planning and Development Director.

EXAMPLES OF WORK

Prepares plans including the comprehensive plan of the city. Prepares guidelines to promote optimum utilization of land and acceptable design of structures consistent with city goals and regulations;

Develops, administers and coordinates various city planning programs and projects. Monitors project development, report progress and recommends improvements;

May supervise code enforcement activities;

Reviews, analyzes and makes technical recommendations on development proposals in compliance with applicable laws;

Works closely with residents and businesses in order to resolve questions surrounding individual development efforts and zoning laws;

Works closely with other city departments in the analysis, review and implementation of development projects;

Makes oral and written presentations before the Board of Zoning Appeals, Planning Commission, City Council and other groups as necessary;

Regular and predictable on-site attendance required;

Performs other duties as required.

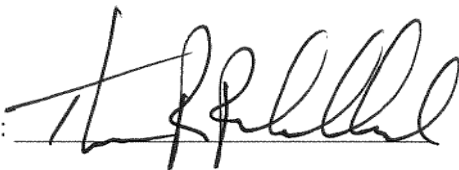
REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of principles, practices and terminology of planning, development and urban design, community development, revitalization programs, economics and sociology as it applies to urban planning. Knowledge of principles and practices of research and analysis pertinent to federal, state and local laws. Ability to interpret, explain and enforce city codes, policies and procedures; ability to develop and implement plans, coordinate projects and establish goals and objectives; ability to analyze and compile technical and statistical information and prepare clear and concise technical reports; ability to initiate work projects and follow them through to completion; ability to develop graphic presentations.

Must be able to prioritize and organize work responsibilities and deadlines; must be able to communicate clearly and concisely both orally and in writing; must have the ability to read and understand maps, diagrams, plans and specifications, work independently and in team situations, and coordinate the work of other employees in Planning and Development projects and programs. Must have the ability to establish and maintain working relationships with other city employees, city officials, boards and commissions, other agencies, jurisdictions and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

A bachelor's degree in planning, public administration, geography, architecture, landscape architecture or related field and three years related experience preferably in public sector. AICP certification is preferred.

Approved: 

Date: 6-7-21