

ASSISTANT CITY PLANNER



DEPARTMENT:	Community Development
REPORTS TO:	City Planner
DIRECTLY SUPERVISES:	Graphics/Complaint Coordinator, CD Secretary in City Planner's Absence
BARGAINING UNIT:	COWPEA Full-time Non-exempt Position
DATE APPROVED:	1-21-2005

SUMMARY:

Performs a variety of technical and professional work related to matters of planning, zoning, subdivision, and general community development including: administrative and enforcement functions, responding to public inquiries and land use issues, grant writing/administration, conducting research, and preparing detailed staff reports, and conducting site visits. Work is performed with a considerable amount of self-initiation, independence, and judgment under the direction of the City Planner.

ESSENTIAL FUNCTIONS OF THE JOB:

- Assists the City Planner in the administration of city land use proposals/requests including permit processing, public hearing notification, applicant communication, and the preparation of necessary staff reports
- Assist in the administration of land use code enforcement and compliance programs of the City
- Assist in the generation of staff reports, developing related graphics, and preparing draft versions of reports for consideration by City advisory boards, commissions, and the City Council
- Assists in identifying, responding to, and the administration of available grant opportunities
- Performs a variety of research and coordination duties for the Department of Community Development on matters related to planning, zoning, ordinance updates, and other assigned special studies and statistical reports.
- Assists in the day to day administration of the City Comprehensive Plan and land use controls, including the preparation of amendments to these, as directed.
- Assists in developing and presenting oral and written reports to the Planning Commission, City Council, Board of Adjustment, Heritage Preservation Commission, and other groups as directed by the City Planner
- Communicates effectively with City staff and other agencies
- Serves as staff liaison to committees, boards, commissions, and other groups as assigned by the City Planner
- All other job related duties as assigned

SUPERVISORY RESPONSIBILITIES

Directly supervises the Graphics/Complaint Coordinator and the secretarial positions for the Community Development Department in the absence of the City Planner. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assigning work, direct work, evaluate performance, discipline for just cause, suspend for just cause, reward, transfer, and adjust grievances. May effectively recommend hiring, promotion, discharge and demotion.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

- Bachelors Degree with a major in urban and regional planning, landscape architecture, or a related field is required
- Two years of professional level experience in community/regional planning is desired
- A Masters Degree in Community/Regional Planning or a related field may be considered in lieu of one year experience
- Knowledge of environmental planning issues
- Supervisory experience desired
- A.I.C.P. membership is desired

LANGUAGE SKILLS:

- Considerable ability to analyze situations and information, formulate alternatives, and use sound judgment in drawing conclusions and making decisions. Ability to develop a course of action and maintain momentum to reach successful conclusions to assignments within defined deadlines.
- Considerable ability to write and speak clearly, concisely, and legibly
- Ability to make clear oral and written presentations to City Boards, Commissions, City Council, and the public
- Considerable ability to produce clear and effective presentations and reports including research, synthesis of information, preparing text, and supporting data
- Considerable ability to maintain effective working relationships with supervisors, other staff members, appointed and elected officials, and the general public
- Ability to follow verbal and written instructions
- Ability to read and interpret plans and maps

MATHEMATICAL SKILLS:

- Ability to utilize general arithmetic and geometrical functions
- Ability to compute ratios and percentages

OTHER SKILLS AND ABILITIES:

- Working knowledge of computers and Microsoft Office
- Experience with GIS systems
- Working knowledge of land development ordinances and code enforcement principles, practices and methods as applied to a municipal setting
- Ability to prepare, organize, and maintain data files and records
- Working knowledge of planning principles and land development ordinances and how they are applied to the development review process; familiar with the steps involved in the review process
- Considerable ability to manage a multiple activity work and deadline schedule
- A general working knowledge of state and federal laws relating to the administration of municipal planning programs

CERTIFICATES, LICENSES, REGISTRATIONS:

- A valid Drivers License
- A.I.C.P. membership is desired

MINIMUM QUALIFICATIONS:

- A valid Drivers License
- Bachelors Degree with a major in urban and regional planning, landscape architecture, or a related field is required
- Two years of professional level experience in community/regional planning is desired

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally stands, walks, sits, talks or hears, uses hands to finger, handle, or feel, climbs or balances and reaches with hands and arms.

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This employee must occasionally lift up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally endures outdoor weather conditions.

The noise level in the work environment is usually quiet.