

PLANNER

POSITION SUMMARY

This position is responsible for participating in the development and administration of development plans, ordinances, and policies relating to the maintenance and enhancement of the physical and social development effects of the City, including coordinating the City's current and long-range planning functions, land use management, zoning and development review. Work is performed under the general direction of the Engineer-Community Development Director.

RESPONSIBILITIES

Essential Duties:

- Performs professional planning studies, comprehensive plans, land development ordinances (zoning, subdivision, etc.), development review and department programs. Provides interpretation and application of rules and regulations pertaining to ordinances and programs that are the responsibility of the Department. Prepares and delivers public presentation and written reports on routine and special department assignments. Performs field inspections, investigations, and technical review of land use and development requests.
- Serves as a liaison to other City departments, governmental agencies and boards to coordinate efforts, share resources and discuss relevant issues. Maintains relationships with community organizations, contractors, developers and citizens to exchange information and serve as a resource regarding department programs, policies and procedures.
- Responds to citizen concerns and issues. Determines appropriate resolutions to accomplish goals and maintain positive community relations for the City.
- Represents the Department and other entities as assigned at City Commission, Planning and Zoning Commission and other meetings to present plans, and to discuss and advise on the development and implementation of plans and programs. Prepares reports pertaining to development activities, direction, accomplishments and compliance with rules/regulations.
- Develops plans, maps, policies and strategies for the implementation of development programs such as renaissance zone, coordinates the development of plans including prioritizing, scheduling and coordinating efforts or citizen groups, other agencies, consultants, developers, etc., and designs and compiles finished product.
- Develops and recommends budgets by reviewing past expenditures, analyzing future needs and making determinations regarding the necessary resources to accomplish goals and meet community needs. Monitors the progress of development projects and approves expenditures to insure compliance with budgetary guidelines.
- Performs other duties of a similar nature or level as assigned.

Knowledge, Skills and Abilities:

- Knowledge of state and federal laws and regulations regarding urban planning and other areas pertinent to planning;
- Knowledge of concepts, theory and principles of planning and related disciplines such as sociology, demography, economics, finance;
- Knowledge of public administration including reporting, purchasing, policy formulation;
- Knowledge of geographic information systems;

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- Skill in public administration, management and public relations;
- Skill in data collection, research analysis, interpreting and applying codes and regulations, and application of planning principles and developing plans, etc;
- Skill in oral and written presentation, communication, interpersonal skills as applied to interaction with commissioners, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction;
- Skill in coordinating efforts of a group and managing towards consensus;
- Skill in statistical techniques and computer software used in planning including Microsoft Office, ArcView, job related software programs, etc.

Judgement/Decision Making:

- Follows objectives and general policies and procedures for a specific program or functional area of responsibility within general scope of established operational goals and plans.
- Day-to-day work and decisions require limited direction or review by immediate supervisor. Frequently solves the majority of problems with the ability to identify those problems that are beyond the capabilities of decision making.
- End results are reviewed by supervisor.
- Strategic issues are referred to supervisor. Errors in judgment could significantly affect the operations of one or more line(s) of business or operation(s).

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- Responsibilities will consist of varied management, professional planning, administrative and leadership duties.
- Will guide and assist administrative staff with planning responsibilities.

Relations to Others:

- Relationships with coworkers shall be guided by the following tenets: The incumbent is cooperative and collaborative, and when appropriate, assists others. Works to promote teamwork within the department and within the City in general. Shares information with peers. Resolves conflict through the use of tact and diplomacy.
- Accepts responsibility and works well when given responsibility. Accepts and is eager to learn new duties. Offers suggestions to improve the activities of the department and the operation of the City in general. Continually strives to improve the proficiency of their job performance and provide a safe work environment. Is a self-starter. Exhibits a positive image and outlook when interacting with coworkers and/or the public. Serves as a positive role model for others.

SKILLS

Education and Experience:

- Bachelor's Degree in Community Planning, Geography or related field.
- One or more years of previous professional municipal planning experience preferred.

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- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Valid Driver's License.
- American Institute of Certified Planners Certification within two years of hire,

WORKING CONDITIONS

Working Environment:

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Classification: Grade 16

FLSA: Exempt

City Commission Approved: 10/18/2022

Updated: 10/10/2022, 2/24/2023 by CA Dassinger, HR Nameniuk, Community Development Skluzacek,