

POSITION: PLANNER
DEPARTMENT: URBAN DEVELOPMENT
RATE OF PAY: \$30,000 ± (DOE)

CHARACTERISTICS OF WORK:

This is technical position dealing with a wide variety of land use issues and official records under general supervision of the Planning Division Manager. This position requires initiative, independent judgment and discretion in various duties; incumbent may deal on a continuing basis with sensitive issues and confidential information and materials; involves considerable contact with the public and staff from all City departments and deals with City codes, including determining zoning, setbacks, signage, flood zones, storm water and other environmental issues; and the ability to convey this information to the public in a courteous manner.

Assist the Planning Division Manager with scheduling, facilitating activities, fact and grammatical proofing, research and development of planning issues and ordinances in accordance with Municipal, State and Federal laws and regulations.

Organizational skills, attention to detail and ability to multi-task are a must, as well as a positive attitude and eagerness to serve the public.

Interpret maps, such as: tax parcel, zoning, land use, topographic, flood, drainage and aerial photography; and additional resources as needed to ensure compliance with all Municipal, State and Federal laws.

ESSENTIAL JOB FUNCTIONS:

- Provides information to the public regarding the public hearing process, zoning and parcel map inquiries, and guidelines for new development review and advises public on materials and documents necessary for application to the site plan review committee, planning commission, and city council as needed.
- Assists in receiving and processing public hearing petitions/ applications for review by the site plan review committee, planning commission, and city council as needed.
- Assists in preparing reports related to zoning, variances, and use permits for review by the planning commission through research and analysis under the supervision of the Planning Division Manager.
- Serves as recording secretary and prepares all minutes of meetings held by planning commission as needed.
- Assist with research and analysis of amendment proposals for the Comprehensive Plan, Land Development Code and Code of Ordinances.
- Make changes to the Official Zoning Map using GIS software as amendments are approved by the City Council. Produce custom maps and other GIS products for planning purposes.
- Assist with planning visioning sessions, coordinating meetings, performing geographic surveys, gathering information and providing technical support.
- Participates in the preparation and maintenance of necessary planning-related records, schedules, correspondence and reports; proof various time sensitive planning documents for accuracy prior to submittal for review and/or distribution.
- Serves as a staff liaison for local and regional boards, committees, and commissions as directed by the planning manager.
- Performs related work and other duties as assigned. Assists other division staff as needed

KNOWLEDGE, SKILLS, & ABILITIES REQUIRED:

Good communication skills for extensive public contact; organizational and multi-tasking skills. Requires the ability to speak publicly and convey an array of information related to planning to the public; ability to understand and utilize City ordinances and state laws; ability to learn and use specialized language and technical terms; ability to compose and prepare effective correspondence; and ability to accurately proof facts and grammatical information of various document types and formats are all a must for this position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Must have a minimum of a Bachelor's Degree in Planning, Geography, History, Architecture, Urban Design, or a related field with experience in county or municipal planning or equivalent combination of education, training, and experience. Should have a thorough knowledge of clerical and office procedures; computer literate, including familiarity with Microsoft Word, Excel, PowerPoint, Publisher, Access, and GIS software. Should have operational knowledge of copiers, fax machines, multi-line phone systems and other office equipment.

POSTING DATE: _____