

City of Ocean Springs

Planner I

DEPARTMENT: Building & Planning Department
REPORTS TO: Planning & Grants Administrator
REVISED DATE: October 19, 2015
FLSA STATUS: Hourly
ANNUAL SALARY: \$36,000 - \$45,000

GENERAL PURPOSE

The Planner I provides assistance in the review evaluation of the planning, building, housing and re-development related activities within the city limits; develops recommendations and resolution of determination; assists with the activity related to the day-to-day function of the Planning Department.

SUPERVISION RECEIVED

This position works under the general supervision of the Planning & Grants Administrator.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review and prepare response to Planning applications including but not limited to zoning, permitting, land use, site plan, Design Review, historic preservation, and eligibility inquiries.
- Manage tracking of all applications received by the Planning Department to ensure that all are properly received, acted upon, distributed to other departments, and documented.
- Coordinate project review with other city department and external public and private entities.
- Assist with the activities associated with the Planning Commission, Zoning and Adjustment Board, and Historic Preservation Commission meetings including presentation and coordination.
- Provide information and assistance to the public on planning and zoning related issues.
- Research potential ordinance, code, or policy modification and/or creation including the impacts, benefits, and implementation process.
- Meet with internal and external entities on physical issues within the city and regional plans/activities.
- Perform other duties as assigned.

PERIPHERAL DUTIES

Works with other staff as assigned to help coordinate Grant-related and other special projects. Coordinates with City Clerk's office on financial- and purchasing-related activities.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- **REQUIRED:** Completed Bachelor Degree from an accredited college and minimum 2 years in closely related experience.
- **PREFERRED, but not required:** Completed Bachelor Degree in urban planning or closely related field from an accredited college.

Necessary Knowledge, Skills, and Abilities:

- Familiarity with planning, zoning, building code, and construction terminology and practices.
- Ability to handle multiple projects and to manage deadlines.
- Ability to work independently with minimal supervision on assigned tasks.
- Ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions; ability to work with angry and difficult customers.
- Working knowledge of computers and data processing; working knowledge of modern office practices and procedures.
- Skill in operating listed tools and equipment.

TOOLS AND EQUIPMENT USED

Personal computer; software to include Microsoft Word, Excel, Access, and Power Point; phone, fax, and copy machines.

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 is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands and fingers to handle or operate objects, tools, or controls; to reach with hands and arms; and to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderately quiet.

APPLICATION INSTRUCTIONS

Completion of the Employment Application is required. On the Application under the 'Choose One Position or Job' section, check 'Other' and write in the job title 'PLANNER I' on the line provided. Do not check any other position listed. A résumé **MUST** be included as a supplement to the Application, but a résumé will not be considered without the completed Application. All materials must be turned in to Human Resources, not to any other department.

DEADLINE and TIMELINE

Applications must be in the City of Ocean Springs Human Resources office no later than 5:00 p.m. on Monday, November 30, 2015.

SELECTION GUIDELINES

- Submission of complete Employment Application.
- Rating of education and experience.
- Oral interview; reference & background checks.
- Job related test(s) may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Questions? Call Human Resources at 228-872-3338.

HOW TO SUBMIT YOUR COMPLETED APPLICATION

By Mail

City of Ocean Springs
Dept of Human Resources and Risk Management
Box 1800
Ocean Springs, MS 39566-1800

In Person

City of Ocean Springs
1016 Porter Avenue
Human Resources Cottage (next to City Hall)
Ocean Springs, MS

By Fax

228-872-0430

By Email*

hr@oceansprings-ms.gov

*To submit your completed Employment Application via email, you need to Print the Application; Complete the Application; Scan the Application as a PDF file; Attach the PDF to your email.

Online completion of the Application is NOT available.

Completion of the Employment Application is required. Resumes are accepted only as a supplement.

Due to the number of applications received, the City is unable to update applicants individually during the selection process. Only applicants of interest will be contacted.