

POSITION DESCRIPTION

Class Title: Planner II (Job Class Code: 0128)

Effective Date: May 6, 2020

Department: Planning

Pay Grade: 15

FLSA Status: NE

GENERAL PURPOSE

Performs journey-man level professional planning work in an independent manner dealing with technical activities of public planning in the collection, research, organization, analysis, and presentation of social, economic, geographic, and engineering data required in the development and implementation of the City's land use plan, or programs directed toward development and implementation of local, regional, and federal programs.

SUPERVISION RECEIVED

Receives necessary supervision from Department Director.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists the public, City staff and elected and appointed officials, and other professionals in areas related to development regulations and processes, including interpretation of regulations, maps, and other technical documents.
2. Reviews applications for permits, zoning amendments, subdivisions, annexations, variances, and certificates of appropriateness for compliance with development-related regulations, including field evaluations and inspections; and makes either a determination or a technical recommendation, as appropriate.
3. Conducts planning studies and prepares recommended text amendments to development-related regulations in the City's Code of Ordinances, including independent project organization and management, research, analysis, and oral and written reports.
4. Assists code enforcement officials and the public in resolving zoning code violations.
5. Assists with administration of the City's CDBG program.
6. Assists with the City's historic preservation efforts.
7. Assists with floodplain management and hazard mitigation, including administration of the City's CRS program.
8. Coordinates with the City's GIS department to update relevant data.
9. Conducts research and prepares reports and presentations related to the Department's areas of responsibility.
10. Identifies and prepares grant applications related to the City's development.
11. Represents the Department at meetings and public hearings, as directed.
12. Maintains case files and other public records.
13. Performs other related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. Bachelor's degree in planning, architecture, landscape architecture, public administration, geography, or related field.
2. Two (2) years full-time professional experience in planning.
3. Master's degree in planning may substitute for two (2) years of experience.
4. Certification from the American Institute of Certified Planners (AICP) may substitute for formal education and experience.

Necessary Knowledge, Skills and Abilities:

1. Skill in operation of listed tools and equipment.
2. Ability to understand and follow oral or written instructions; Ability to communicate effectively verbally and in writing; Ability to observe proper safety precautions; Ability to establish effective working relationships with other employees, supervisors and the public; Ability to perform heavy manual tasks under varying weather conditions; Ability to work from construction specifications.

TOOLS AND EQUIPMENT USED

Included but not limited to motor vehicles, two-way radio, telephone, cell phone, measuring tape, level rod, flashlight, computer, calculator, facsimile machine, camera, architectural scale, engineering scale, stepladder, and extension ladder.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The following physical demands are required of the employee; (included but not limited to) driving, standing, sitting, walking, climbing, balancing, lifting, carrying, pushing, pulling, reaching, handling, grasping, kneeling, crouching, crawling, bending, twisting, talking, and hearing.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

NON-PHYSICAL DEMANDS

Included but not limited to time pressures, noisy/distracting environment, performing multiple tasks simultaneously, danger/physical abuse, frequent change of tasks, emergency situations, tedious exacting work, working closely with others, and irregular scheduling.

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 may come into contact with dirt and dust, extreme temperatures, noise and vibrations, fumes and odors, wetness and humidity.

The noise level in the work environment can vary from noisy to moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests 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.

Approval: 
Civil Service Director

Approval: 
Department Director