

## **POSITION DESCRIPTION**

**Position Title:** City Planner  
**Department:** Community Development  
**Division:** Planning  
**FLSA:** Exempt  
**Retirement:** KPERs  
**Effective Date:** March 18, 2022

### **GENERAL PURPOSE**

Performs a variety of routine and complex administrative, technical and professional work related to current and long range planning, zoning, subdivision activities related to the development and implementation of land use and related municipal plans and policies.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Director of Planning and Community Development.

### **SUPERVISION EXERCISED**

Responsible for supervision of the code enforcement staff. Currently there are three code enforcement officers and one clerk.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*(Note: Important duties and responsibilities may include, but are not limited to, the following)*

- Provides technical and professional advice; prepares presentations to supervisors, boards, commissions, civic groups and the general public.
- Functions as key staff to the Planning Commission, Board of Zoning Appeals and Preservation Commission, reviewing applications, preparing agenda packet material, making presentations, and providing boards with procedural guidance.
- Provides information on land use applications, ordinances, codes, plans and related planning regulations to architects, engineers, developers, contractors, owners, community groups and other interested persons.
- Reviews and approves sign applications in accordance with current regulations.
- Develops short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed. Assists in the annual review of the Zoning Ordinance and Comprehensive Plan to determine the need for any updates.
- Develops recommendations for implementation of the adopted Comprehensive Plan and assists in monitoring the status of such implementation measures and projects.
- Provides general plan and code interpretation as needed; provides analysis, recommendations and implementation of policies and procedures related to code enforcement, applications for subdivision, site plans, zoning changes, special use permits, etc.
- Selects, trains, supervises and evaluates departmental personnel; provide or coordinate staff training and counseling; provide guidance on enforcement of local ordinances and regulations; evaluate employee performance by ensuring the timely completion, review and approval of performance

evaluations; work with employees to correct deficiencies; consistently applies applicable policies and procedures in an equitable manner; implement discipline and termination procedures.

- Prepares a variety of reports for decision-making purposes.
- Administers projects pertaining to historic preservation.
- Assists, when needed, in the administration of the CDBG programs or special purpose HUD grants.
- Assists city staff with enforcement of local ordinances and interpreting city codes and master plans.
- Updates a variety of maps. Prepares graphics and maps for a variety of reports, plans, grant applications, publications or meetings.
- Assists in the maintenance and organization of data for planning and code enforcement purposes.
- Oversees annual process for demolition of blighted structures.
- Reviews building permit applications for conformance with planning regulations.
- Coordinates and manages planning consultant contracts, as assigned.
- Performs all other duties, as assigned.

### **PERIPHERAL DUTIES**

- May serve as a member of various committees, to include planning committees or task forces composed of city, county, regional or state stakeholders.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.

### **MINIMUM QUALIFICATIONS**

#### ***Education and Experience:***

- (A) Graduation from an accredited four-year college or university with a degree in land-use planning, urban planning, landscape architecture or a closely related field; and
- (B) Minimum of three (3) years' experience in municipal planning; or
- (C) Any equivalent combination of education and experience, demonstrating increasing responsibility and management skills; and
- (D) Possess a valid state driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.

#### ***Necessary Knowledge, Skills and Abilities:***

- (A) Thorough knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement; Extensive knowledge of planning programs and processes
- (B) Working knowledge of personal computers, Microsoft Office programs, and GIS applications.
- (C) Skill in the operation of the listed tools and equipment.
- (D) Ability to communicate and make presentations effectively, orally and in writing, with architects, contractors, developers, owners, supervisors, employees, and the general public; Ability to establish effective working relationships with both City staff and other agencies and departments.

### **DESIRABLE QUALIFICATIONS**

- (A) Advanced Degree in urban planning, public administration, or related.
- (B) Five (5) or more years' experience in municipal planning.
- (C) American Institute of Certified Planner Certificate.
- (D) One or more years' experience in a supervisory capacity.
- (E) Geographic Information Systems experience.

