# JOB DESCRIPTION

## JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Planner I</th>
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</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Community Development</td>
</tr>
<tr>
<td>Reports to Position:</td>
<td>Community Development Director</td>
</tr>
<tr>
<td>Location:</td>
<td>City Hall</td>
</tr>
<tr>
<td>Effect. Date:</td>
<td>04/2018</td>
</tr>
<tr>
<td>Civil Service:</td>
<td>N/A</td>
</tr>
<tr>
<td>Bargaining Unit:</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Pay Grade:</td>
<td>NB Pay Scale</td>
</tr>
<tr>
<td>Overtime Status:</td>
<td>Salary – Not Paid Overtime</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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## JOB SUMMARY

Provide a brief description as to the primary purpose of this job (no more than three to five sentences):

This is an administrative and professional position that serves as an assistant to the Community Development Director in the development and implementation of the planning and development programs for the City. Under the direct supervision of the Community Development Director, this position involves administration and enforcement of Zoning, Subdivision, and other development-related ordinances and regulations. Work involves assistance in formulating, modifying and administering current and long-range plans regarding land use, housing, economic development, transportation, population and similar matters as assigned.

## ESSENTIAL JOB DUTIES/WORK PERFORMED

List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:

- Reviews proposed requests for rezoning, conditional uses, and street and alley vacations and presents the information to the Community Development Director, Planning and Zoning Commission and City Council.
- Reviews subdivision plats for compliance with the subdivision ordinance, confers with engineers and developers relative to required or suggested changes, recommends acceptance or rejection of plats to the Community Development Director, Planning and Zoning Commission and City Council.
- Attends meetings of and provides technical assistance to Planning and Zoning Commission, Zoning Board of Adjustment, Historic Preservation Commission, and to various other committees, boards and commissions, as assigned by the Community Development Director.
- Develops and participates in short and long range planning studies to review and re-vise the comprehensive plan; reviews the work with the Planning and Zoning Commission and other departments where applicable.
- Develops and participates in development of studies related to land use, zoning, land subdivisions, Central Business District Improvements, streets, public improvements, parking, parks, economic development, and similar topics.
- Prepares and recommends revisions, as necessary, of codes and ordinances related to zoning, subdivision, economic development, and similar development-related matters.
- Assists in the drafting of Zoning Ordinance, Subdivision Ordinance and other development-related ordinances and regulations.
- Assists in the administration and enforcement of the Zoning Ordinance and other related ordinances and regulations.
- Assists the public in understanding the zoning, subdivision and related development codes.
- Reviews and analyzes annexation requests.
- Provides information to new and existing businesses to promote economic development.
- Prepares and administers grants as required.
- Performs related work as required.

## REQUIRED KNOWLEDGE AND SKILLS

List key dimensions (measurements for success) for this position:

- General knowledge of modern methods and techniques of community development and planning.
- Ability to read and understand maps and cartographic information to include subdivision plats, zoning maps, utility maps, topographic maps, aerial photographs, assessor maps and data and related information.
• Ability to read, interpret and explain zoning, subdivision, and related ordinances and regulations.
• General knowledge of methods of conducting research and field surveys required for the collection, tabulation, and analysis of data.
• Proficiency in the use of personal computers and office software, including spreadsheet, word processing, building permit and data base management.
• Ability to interpret planning and development programs and activities to boards and commissions, City Council, interested groups and the general public.
• Ability to prepare clear and concise oral, written and graphic reports and presentations.
• Ability to establish and maintain effective working relationships with fellow employees, other departments, elected officials, members of boards and commissions, contractors, and the general public.

ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES
List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

• Work entails considerable contact with the public, city departments, and other agencies.
• Works assignments are developed in conjunction with the appropriate board or commission and finished plans are subject to review by the board or commission and the city council.
• Physical ability to traverse variable terrain conditions not accessible by vehicle including but not limited to steep slopes, unleveled grades and heavy vegetated areas for the purposes of site review and maintenance work inspection.
• Ability to read, speak, write and understand English to communicate effectively with fellow employees, contractors and the general public by telephones, two-way radios, written form and face to face.
• Ability to read and interpret regulations, ordinances and other written materials.
• Ability to interpret plans, maps, and graphic displays of information regarding development proposals.
• Must be emotionally and intellectually capable of interaction with all types of people with varying perspectives on development issues as a representative of the community.
• Must not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.
• Ability to work long hours including attending early morning or evening meetings.
• Attends work regularly at the designated place and time.

QUALIFICATIONS
List the minimum requirements to be considered for this position:

• Graduation from an accredited four year college or university with major course work in urban planning or closely related field.
• One year of experience in planning and community development work preferred; or any equivalent combination of experience and training that would provide the above knowledge, abilities and skills.
• Must possess a valid Iowa drivers license.

WORKING CONDITIONS
List working conditions for this position:

• Work is performed primarily in a standard office environment with some outdoor exposure when conducting site investigations and travel from site to site with potential to encounter all types of weather and temperature conditions.
• Works a standard work week
• Attend morning and evening meetings of standard work hours and travel out of town to attend meetings, workshops, conferences and seminars.

REQUIRED BACKGROUND CHECKS
List working conditions for this position:

• Drug Screening
• Sex Offender Registry
• Criminal Background Check
• Driving Record
• Pre-Employment Physical