

## **TITLE: PLANNER**

---

### **MAJOR FUNCTION:**

Under the general direction of the Director of Community Improvement, the Planner performs professional and technical work of moderate complexity in long range planning and development review (current land planning) in connection with the administration of the City's Comprehensive Plan and Land Use Code. Position assists in the implementation of City planning projects and programs including project analysis, preparation of reports, and delivery of public presentations.

### **DUTIES AND RESPONSIBILITIES:**

- Provides professional planning work in a variety of capacities related to the use of land in the city, including City Code amendments and plan review.
- Processes, reviews, and provides follow-up on a wide variety of permits and development applications, including site plans, concurrency review, variances, special exception use permits, business tax receipts, temporary uses, docks, fences, landscape plans, signs, new construction, additions, plats, partitions, lot line adjustments, and subdivisions.
- Reviews and analyzes planning applications and projects for consistency with all applicable adopted plans, codes and standards.
- Provides professional customer service and technical assistance to the general public, design professionals, and other City departments via emails, phone calls, meetings (both walk-in and by appointment).
- Communicates the City's land development regulations clearly and concisely.
- Participates in a variety of meetings and public hearings relating to planning, including those outside of normal business hours as needed.
- Reviews plans and provides feedback and expertise on planning; assists applicants, owners, and others through the application process; disseminates information and communicates extensively throughout the process of planning and development.
- Prepares comprehensive staff reports including the performance of research, analysis, and determination of recommendations regarding applications and presents testimony as needed.
- Prepares and presents land use Code amendments and regulations.
- Conducts site visits for zoning inspections, floodplain inspections, and field studies.

- Identifies community problems, issues and opportunities in areas of the City that could be mitigated through better community planning.
- Coordinates with outside consultants on planning-related issues.
- Participates in various countywide work groups as appropriate.
- Assists with community engagement and outreach initiatives.
- Performs other duties as assigned.

**QUALIFICATIONS:**

**Education and Experience:** Bachelor's Degree in Urban Planning, Urban Design, Architecture, or related field and two (2) years of experience in development services, planning, or related field; OR an equivalent combination of education, training, and experience may be considered. Certified Floodplain Manager (CFM) is preferred or must be obtained within one year. AICP preferred but not required.

**Knowledge, Abilities, and Skills:** Proficiency with office equipment and computers including Microsoft Office Suite and database software. Ability to read and decipher site and building plans. Knowledge of principles and practices of city planning. Knowledge of practices related to community outreach and engagement. Ability to prioritize tasks in order to manage projects effectively and meet firm deadlines. Ability to develop, draft, and present ordinances and reports. Effective communication skills including professional writing and public speaking. Knowledge of floodplain management and hazard mitigation. Ability to analyze data and apply information to zoning, urban design, and other planning activities.