

City of Hayden
JOB DESCRIPTION

PLANNER
COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

POSITION SUMMARY

Under the general supervision of the Community and Economic Development Director, this position assists in reviews and processing of land use applications, residential and commercial site plans, subdivisions and other development related planning functions; advises the general public on land use regulations, zoning, subdivisions and related development requirements; and performs other related job duties that support Department functions, as needed. This individual also assists with long-range planning efforts such as ordinance writing, comprehensive plan updates and other functions as assigned by the Director.

DISTINGUISHING CHARACTERISTICS OF CLASS

The individual in this position performs various job tasks related to Planning and Development permitting as well as other tasks as assigned by Community Development Director or the City Administrator. This position requires the individual to acquire and maintain current knowledge of the content of ordinances and matters affecting the city, in particular the Zoning Ordinance, the Subdivision Ordinance, Utility and Transportation Plans, and the Comprehensive Plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES (*illustrative only*)

This list includes, but is not limited to the following:

Serves the community and contributes to departmental needs by:

- Meeting with the public to discuss land use/zoning/subdivisions and related development items and facilitating potential solutions in order to bring plans into compliance with City code, standards, and policies.
- Assisting in conducting public meetings and presentations related to land use, subdivision, development related items long range planning issues, studies, and community development projects.
- Participating in project review meetings with various city departments and developers to identify problem areas related to land uses, subdivision, and development standards, and negotiates options for compliance.
- Assisting in the processing of development proposals in a timely manner with a customer-service focus.
- Assisting in the coordination of projects with other departments or governmental agencies.
- Providing the public with information regarding zone designations and regulations.
- Providing the public with information regarding subdivision and land use permitting processes and regulations.
- Collecting, posting, and invoicing for application fees.
- Tracking applications through to final approvals.
- Preparing public notices and ensuring legal requirements are met for public hearings and notice related items.
- Preparing the agenda, and serving as Clerk and primary contact person for the Planning and Zoning Commission
- Answering questions from walk-ins and phone calls.
- Scheduling meetings for the Community and Economic Development Director and Senior Planner.
- Processing land use and other permits.

Provides efficient and effective support the department by:

- Performing technical planning functions including research, review, analysis, presentation, and coordination of rezone, annexation, development, special use permit, variance, and related applications;
- Reviewing applications and preparing staff reviews and reports regarding compliance with city comprehensive plan and city codes, standards, standards and policies related to development in a timely manner;
- Carefully reviewing residential and commercial site plans to ensure compliance with city code, standards and policies;
- Operating a computer to produce office documents, reports, and studies and generate accurate computerized maps for public and other governmental agencies;
- Preparing, updating, and maintaining various databases, land use and planning maps;
- Assisting with feasibility studies and preparing a variety of reports related to project progress;
- Reviewing and updating ordinances affecting planning, zoning, development and other related areas.
- Working on specific long-range and strategic planning projects as assigned.

Participates in the communication process by:

- Defining public concerns, presents them to management and provides follow-up;
- Developing and maintain positive working relationships with supervisor, co-workers, and others within the community in need of department services.

Contributes to maintaining high quality standards within the department and organization by:

- Performing all work duties and activities in accordance with City policies, procedures, and safety practices.
- Participating in the establishment of departmental goals and standards and ensuring they are met in a timely manner.
- Responding promptly to public and organizational needs.
- Developing and maintaining positive working relationships with supervisor, co-workers, subordinates, council, the general public, and other individuals or groups encounter through this position.
- Performing all duties with regard for personal safety and that of other employees and the public.
- Providing assistance and expertise to other City departments, agencies, and staff.
- Participating in a team effort to increase efficiency and quality of services provided by the department and build a positive public image.

MARGINAL DUTIES AND RESPONSIBILITIES

Contributes to the success of the Planning and Zoning Department by:

- Conducting research on historical land use, citizen issues, policies and concepts and presenting findings to interested parties;
- Preparing written reports in response to public requests for zoning applications and various ordinance changes;
- Drafting proposals for zoning ordinance amendments or policy governing local planning, zoning, and development;
- Performing other related duties as required.

REQUIRED QUALIFICATIONS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, and Abilities:

- Knowledge of the principles of comprehensive planning, zoning, land use regulation, subdivision, and community design;
- Excellent oral and written communication skills;
- Research and data collection skills;
- Ability to organize and facilitate public meetings;
- Knowledge and experience in the use of Microsoft Word, Excel, PowerPoint, and other basic office computer software applications;
- Ability to follow oral and written instructions;
- Ability to work independently, with general guidance and supervision.

Education and Experience:

- Graduation from an accredited college or university with a bachelor's degree in Geography, Urban or Regional Planning, Community Development or a related field;
- AND,**
- Two years of relevant planning experience in the public or private sector; OR,
 - An equivalent combination of education, training, and experience necessary to successfully perform the duties and fulfill the responsibilities of the position. A master's degree in the fields listed above may substitute for one year of experience.

Certificates, Licenses, Registrations

- Must possess a valid driver's license.

ADDITIONAL DESIRED KNOWLEDGE SKILLS AND ABILITIES

Additional desired qualifications are ones that may be reflected in a job announcement but are not required for an individual to qualify for this position.

- Knowledge and experience in the use of GIS Systems (Arc View 3.x, Arc 8.0, or Arc 9.0)
- Knowledge and experience of database development and management
- Knowledge and experience in grant writing
- Certification with the American Institute of Certified Planners is desirable.
- Master’s degree in the areas listed above is desired.

PHYSICAL REQUIREMENTS

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 regularly required to sit and use fingers and hands to keyboard or type, and to handle materials. The employee is frequently required to reach with hands and/or arms and occasionally required to climb stairs, stand, and walk as well as climb or balance, stoop and kneel, or crouch. The employee may occasionally lift and/or move up to 25 pounds. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required.

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 works in an office setting where the noise level in the work environment is usually moderate. The individual is occasionally exposed to outside weather and required to travel to other locations and attend meetings.

Signature of Employee: _____ Date: _____

Signature of Supervisor: _____ Date: _____

Signature of Human Resources Director: _____ Date: _____