

PLANNER I

POSITION SUMMARY: This is a professional, technical, and specialized position working in areas related to planning, zoning, and community development. This position has a variety of responsibilities including administrative support duties; researching, analyzing, and preparing reports; assisting in the execution of projects; site plan review; technical mapping and interpretations; and assisting the general public with inquiries related to all aspects of community development. Maintains records, prepares reports, and performs work related to ordinance and regulatory compliance.

SUPERVISION RECEIVED: Work is performed under the general supervision of the director of community services and the direct supervision of the city planner.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Assist the director of community services and city planner in implementing plans and goals related to planning and urban redevelopment in accordance with community needs, demographic trends, and City vision.
2. Assist in responding to architects, builders, attorneys, contractors, engineers, and the general public regarding basic city land use guidelines, development processes, zoning regulations, and other planning and development policies and standards.
3. Assist the city planner in the review of plans and specifications, analyzing requests for rezoning, site plan approvals, special use approvals, subdivisions, and other development proposals to ensure compliance with City specifications, codes, and conformity with established practices and standards as assigned.
4. Assist in the development of codes and ordinances.
5. Assist in the investigation of and recommend actions to resolve zoning code concerns, requests for interpretations, and appeals. Research and investigate inquiries and/or complaints made by citizens, property owners, businesses, or other personnel; refer inquiries and/or complaints to appropriate departments as necessary. Prepare and maintain reports and records of inspections, complaints, and investigations.
6. Attend Board of Appeals and Planning Commission meetings, or similar, as necessary.
7. Assist and advise property owners, contractors, and the public in completing applications; issue approvals within authorized limits. Inform of practices and ordinances. Identify zoning ordinance violations and cite remediation needed to resolve violations.
8. Work with administration, staff, and the public to effectively meet needs and develop solutions.
9. Assist with public outreach and participation including workshops, meetings, and other special events as required.
10. Perform data analysis, GIS analysis, and map-making to assess market conditions and trends; collect and organize data associated with community planning and development.

11. Use GIS systems, computers, and associated databases and technical software to research, complete, and document various tasks.
12. Prepare accurate and timely correspondence, records, and reports.
13. Provide high quality customer service, courteously respond to routine and non-routine inquiries, and provide information within the area of assignment in an efficient and timely manner. Follow up within the scope of authority, make recommendations, and/or refer to a supervisor or department head as necessary.
14. Provide backup for customer service counter.
15. Keep abreast of new developments, current issues, and strategies through continued education and professional growth. Attend training conferences and participate in other opportunities to stay current in the field. Regularly recommend process and program improvement.
16. Assist or be assigned to prepare information for FEMA and in support of the City's Emergency Operations Center, as needed. Perform damage assessments; complete data sheets, accident and incident reports, logs, supply inventory, and other related records and reports. Perform investigations as required.
17. Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A bachelor's degree in city and regional planning, urban planning, public administration, or related field. An equivalent combination of education, training, and experience may substitute for the degree requirement.
- B. Possess a valid Michigan motor vehicle operator's license.
- C. Minimum of two years progressively responsible work related to city planning and community development.
- D. Knowledge of modern principles, practices, tools, methods, and techniques of local government administration including the principles and practices of city planning, community development, and zoning.
- E. Able to understand and interpret zoning standards, ordinances, legislation, regulations, and processes. Able to read and interpret site plans.
- F. Possess an understanding of quantitative and qualitative data analysis, mapping, and design.
- G. Able to communicate effectively verbally and in writing. Able to prepare detailed, accurate, and timely reports, memoranda, letters, and other responses. Able to effectively present ideas orally and in writing for varied audiences.

- H. Proficient in Adobe Creative Suite for graphic design, document layout, and diagram development.
- I. Proficient in software applications used in the collection, graphic presentation, and analysis of data-related short and long term planning and other areas of responsibility, including Geographic Information Systems (GIS) and Sketch-up.
- J. Demonstrate the ability to think strategically, learn about diverse City operations and processes, and maintain favorable public relations. Able to understand the larger perspective and goals of the organization.
- K. Possess excellent organizational skills and ability to problem solve. Detail oriented; possess skill in organizing schedules and coordinating associated resources.
- L. Able to work effectively within deadlines, under stress, and with changing work priorities.
- M. Able to work as a team member; develop, improve, and follow established procedures; and carry out routine and complex duties with minimal supervision. Possess self-supervising attributes and a positive, congenial attitude.
- N. Able to establish effective working relationships and use tact, good judgment, and resourcefulness when working with superiors, associates, staff, volunteer workers, governmental agencies, contractors, vendors, and the public.
- O. Able to travel to various locations to attend training conferences and participate in other opportunities to stay current in the field.
- P. Proficient in the use of office equipment and information technology including software applications related to areas of responsibility; able to quickly learn other technology as necessary.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to communicate with others and view and produce written documents. While performing the duties of this job, the employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move items of light weight. Bending, twisting, and stooping are also frequent requirements of the position

While performing the duties of this job, the employee regularly works in a business office setting. The employee may occasionally work in environments that include traversing uneven terrain and in all types of weather conditions. The employee may be required to drive in inclement weather. The employee is expected to work under deadlines with the potential for constant interruption and change.

April 22, 2019