

Job Title: City Planner

Department: Community Development

Reports To: Deputy City Administrator for Planning and Development Services

Grade: - 19

Range: - \$59,617 – 86,428

FLSA Status: Exempt

JOB SUMMARY:

Under the general direction of the Deputy City Administrator for Planning and Development Services, the Planner provides technical and administrative support for the land use and development functions of the City. This includes general guidance for zoning, site planning, and other regulatory matters pertaining to development within the City, as well as long range planning and visioning as it pertains to land use, transportation, and capital improvements in support of the future development of the City. Reviews and analyzes various land use applications including rezoning, plats and subdivisions, special use permits, and preliminary and final site development plans; prepares staff reports and comments; provides staff support for various review bodies; responds to zoning and development inquiries; participates on the Development Review Committee; assists with updates for long-range planning documents; and oversees various planning and land use projects as assigned.

DUTIES AND RESPONSIBILITIES:

- Performs professional work in current and long-range planning.
- Communicates with developers, property owners, and the public in matters related to planning, land use and zoning and site development.
- review development proposals to ensure compliance with City's zoning ordinances, development standards, and adopted policies and guidelines. Ensures applicants are aware of issues, alternatives, deadlines, notice requirements and fees. Prepares staff reports/packets and proposed development stipulations to be presented to the appropriate review body (Planning Commission, Board of Zoning Appeals, Community Development Committee and City Council). Coordinates supporting maps, plans and other documents to effectively communicate proposals to the review body, general public and for placement on the website.
- Coordinates the Development Review Committee so that staff, departments, and other external agencies have an opportunity to understand any proposed development project and provide input in design and development process.
- Serves as staff support for the Planning Commission and Board of Zoning Adjustment.
- Reviews construction plans for compliance with zoning codes and development plans approved by the Planning Commission and performs final inspection of completed projects for conformance with such approved plans.
- Assists with updates to the comprehensive plan, zoning ordinance, annual development report and related documents and maps. Compiles data related to land use, population, housing and development for use in long range planning documents.
- Prepares and implements elements of the comprehensive plan.

- Assists with the development of area studies and master plans working with consultants, staff, and community stakeholders to create a vision and plan for the future development of the City.
- Coordinates distribution of population and housing census data. Organizes and presents available data for use by other City departments, outside agencies and regional planning entities, and the general public.
- Research and makes application for grant opportunities that will further the planning and development efforts of the City. When appropriate, coordinates the administration of grant awards that are received and implementation of planning studies.
- Serves as planning liaison on the City's Capital Improvement Program team providing input into the future programming of capital improvement elements.
- Identifies and makes recommendations regarding enhancements to codes, development standards and guidelines, development review process and department procedures. Researches and prepares proposed text amendments to the Mission Municipal Code and other codes, policies and guidelines and makes recommendations to staff and the review bodies.
- Provides GIS support for the Community Development Department and other City departments as needed.
- The employee must be able to work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available during regular business hours and shifts to effectively communicate with supervisors, co-workers, development applicants and any other persons or organizations with which interaction is required to accomplish the work and employer goals. Must be available in the evenings to present to review bodies or assist with community meetings.
- The employee must be punctual and timely in meeting all requirements of performance, including but not limited to, attendance standards and work deadlines; starting and completing assignments on time; and scheduling work breaks and time off as applicable to accomplish goals and expectations.

EDUCATION & CERTIFICATIONS:

- Bachelor's degree in planning, landscape architecture, architecture, urban design or a related field. Master's degree preferred.
- AICP certification preferred or the ability to obtain same within two (2) year from hire date.
- Training in the use of geographical information systems.
- Must possess a valid driver's license and maintain an insurable driving record.

EXPERIENCE:

- At least one (1) year of experience working in municipal planning and zoning.

SKILLS:

- Excellent oral and written communication skills
- Good listening skills
- Group presentation skills
- Attention to detail
- Good word processing, spreadsheet and graphic presentation skills
- Proficient with Esri's ArcGIS

MENTAL REQUIREMENTS:

- Ability to comprehend and understand city and state regulations

- Ability to read and understand construction and site plans
- Ability to design research methodologies
- Analytical skills
- Diplomacy and judgment
- Alpha/numeric recognition
- Logical reasoning
- Ability to learn and understand PC software applications
- Ability to work independently and as part of a team

PHYSICAL REQUIREMENTS:

- Hand and eye coordination adequate to operate personal computer
- Visual stamina and acuity adequate to review alpha/numeric data and maps
- Ability to make and receive phone calls
- Ability to adjust to high noise levels

SUPERVISORY RESPONSIBILITY: (direct & indirect)

None. However, will work closely (on a daily basis) with the Deputy City Administrator, Building Official, Permit Technician, and will regularly interact with elected and appointed officials, City Administrator and other senior management.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.