

Planner

Department: Administration

FLSA Status: Non-Exempt

General Definition of Work

Performs difficult professional work coordinating the development of comprehensive plans, preparing policies, reviewing development proposals and site plans and administering zoning ordinances, analyzing data and preparing studies/recommendations as they relate to planning and community development, and related work as apparent or assigned. Work is performed under the general direction of the City Administrator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Reviews planning and land use applications including development proposals, platting requests, subdivisions, variances, and special and conditional use permits to determine consistency with local policy and plans and assesses impact on the community.
- Prepares Planning Commission agendas, reports, and recommendations on land use applications.
- Meets with developers, citizens, neighborhood groups to receive input on planning and land use requests; explains findings of City plan reviews.
- Prepares, updates, administers and enforces City Comprehensive Plan, zoning code, and land use ordinances.
- Reviews civil engineering and architectural plans, specifications for code, and regulatory compliance.
- Assists in the negotiation of development contracts with builders and developers.
- Enforces zoning codes by responding to complaints, inspecting property, and reporting findings to affected property.
- Provides information and assistance to the public regarding City planning and development, subdivision code, zoning code, and the City comprehensive plan.
- Prepares and presents reports to the City Council, the Planning Commission, and other agencies as required.
- Represents the City at meetings related to land use and natural resources.
- Oversees activities of the City Planning Commission.

Knowledge, Skills and Abilities

Thorough knowledge of City codes and ordinances and department programs and policies; thorough knowledge of the principles and practices of urban planning; thorough knowledge of economics, sociology, environmental issues, municipal finances, and tax-increment financing as applied to urban planning; skill in the use of personal computers, associated software packages, hardware, and peripheral equipment; skill in reading maps, land surveys, topographic surveys, and site plans; ability to review architectural plans, site and landscape plans, building elevations, and related materials to determine compliance with applicable land use, design, zoning, and environmental regulations; ability to analyze complex problems and develop comprehensive plans; ability to evaluate and compare competitive bids and recommend action; ability to negotiate contracts; ability to present complex and technical information in a clear and concise manner, both orally and in writing, and to various groups; ability to meet the public and to discuss problems and complaints; ability to establish and maintain effective working relationships with City Council, developers, consultants, associates, and the general public.

Education and Experience

Bachelor's degree with coursework in urban planning, geography, architecture, or related field and considerable experience in municipal planning, or equivalent combination of education and experience.

Physical Requirements

Planner

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting and using hands to finger, handle or feel, frequently requires speaking or hearing and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the State of Minnesota.

Last Revised: 10/23/2018