



PRESS RELEASE

RE. PERSONNEL COMMITTEE MEETING
Wednesday, March 4, 2020
BEGINNING AT 5:30 PM
FIRST FLOOR CONFERENCE ROOM AT CITY HALL

AGENDA

Job description for Planning Department - Planner I.



CITY OF RUSSELLVILLE
Position Description

POSITION TITLE: Planner I

Exempt (Y/N): No

DEPARTMENT: Planning and Zoning

DATE PREPARED: February 2020

SUPERVISOR: City Planner

SUMMARY:

Under limited supervision, the Planner I is responsible for processing and reviewing development documents and Land Use Applications for completeness and compliance with federal, state, and local regulations. Attendance and coordination with the Planning Commission, Board of Adjustment, and City Council will be required. The Planner I must have excellent communication skills. Develop and implement routine and special projects that require research, data collection, report writing, and presentations. Assist citizens and developers with understanding ordinances and regulations, their intent and purpose, and the development process.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Provides recommendations by researching zoning and subdivision ordinances in reference to specific developer and citizen needs, and provide accurate information for presentation to the Planning and Zoning Commission and Zoning Board of Adjustment.
2. Answers inquiries and assists the public, other departments, and agencies in matters relating to planning, zoning, subdivisions, permit review, and other City standards and regulations; provides information and recommendations within scope of authority.
3. Prepare application files for planning and zoning projects by receiving applications, attach checklist to process applications, review application packets to ensure that all necessary documents are included and researches property for public notice.
4. Route applications to correct persons for review and assemble comments from other departments and agencies.
5. Assists with meeting preparation and facilitation, including preparing agendas, taking minutes, pre-meeting set up, etc.
6. Prepares written reports and findings for the Zoning Board of Adjustment, Planning and Zoning Commission, and City Council.
7. Researches regulations and policies and assists in their revision when necessary.
8. Collects, analyzes, and interprets data and summaries in report form.

9. Responds in a timely fashion to information from management, officials, and the public.
10. Assists developers, engineers, and citizens with various development related laws including, but not limited to, annexation, subdivisions, and zoning.
11. Assists in the administration and up dating of the comprehensive plan, zoning ordinance, subdivision ordinance and sign ordinance.
12. Makes presentations at City Council meetings and to community groups.
13. Routine software and business applications including, but not limited to, geographic information systems, Energov Business Management System - building and planning software, word processing, spreadsheets, presentation software and databases.
14. Serves as the staff liaison to the Planning Commission and Board of Adjustment and provides reports and professional analysis to the Planning Commission and Board of Adjustment in the form of written staff reports and presentations.
15. Assists in the project management of long range planning initiatives.
16. Performs other duties consistent with the role and function of this classification.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Urban Planning, public administration or related field and at least three (3) years of experience in planning and zoning; or an equivalent combination of education, training and experience.

LANGUAGE SKILLS

Ability to gather, compile, analyze and present complex planning data. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Able to obtain within three years a certificate from American Institute of Certified Planners (AICP). Must be able to obtain a Notary Public within 6 months. Valid Driver's License.

COMMUNICATIONS

Effectively communicate with others orally and in writing often under complex conditions that require good judgment. Ability to gather, compile, analyze and present complex planning data.

USE OF EQUIPMENT AND/OR COMPUTERS

Must be proficient in the use of a personal computer and thorough knowledge of GIS, Microsoft Word, Microsoft Excel, Powerpoint, and/or other related software programs. Must be able to effectively operate standard office equipment.

OTHER SKILLS AND ABILITIES

Considerable knowledge of modern office practices, procedures and equipment; working knowledge of land descriptions; ability to understand and follow complex verbal and written instruction; ability to collect, organize and present essential information and data; ability to communicate efficiently; ability to maintain records and prepare reports.

PHYSICAL DEMANDS

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 and expectations.

While performing the functions of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 10 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the functions of this job, the employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.