

PLANNER II

Summary Position Description

Performs a variety of professional city planning, research and analysis duties; does related work as required.

Critical Elements of Performance

Reviews the technical preparation of plans, studies and reports for City planning, programming and development activities to ensure long range development policies of the City are met; conducts Plan of Development Review related to preliminary subdivisions, construction plans, conditional use permits, subdivision variances, re-zonings, and site plan review for compliance with appropriate ordinances and City Council requirements; assists with development of architectural and design guidelines as related to land use; coordinates the preparation of the monthly Planning Commission agenda of applications for re-zonings, conditional use permits, subdivision variances, street closures and ordinance amendments to guarantee that all requests are heard and acted on; maintains and interprets the Master Street and Highway Plan to ensure proper highway development; conducts periodic studies and evaluations for the Master Street and Highway Plan and prepares appropriate amendments for inclusion to the Planning Commission and City Council Agendas; acts as staff to the Wetlands Board by reviewing monthly basis to ensure development follows proper guidelines; coordinates meetings with various boards, developers and the public, to gather or provide information on planning reports or City actions; develops policies, recommendations and solutions to problems based on analysis of information, knowledge of planning practices, applicable laws and regulations, local conditions and other pertinent factors to guarantee that City objectives are satisfied; undertakes a diversity of special projects and tasks for commissions, boards, and other groups; prepares reports for public hearings on topics including wetlands, soil delineations, and water quality impact statements; may supervise subordinate technicians or planners.

Performance Standards

Adequately supervises subordinate planning technicians throughout all phases of the land development review process and data collection; formulates acceptable Planning Commission and City Council Agenda Reports; formulates acceptable professional planning related reports and documents; communicates with other staff members, individuals in other departments and the public in order that effective working relationships can be maintained; prepares reports and studies accurately and timely; effectively coordinates the interests and activities of various local, regional, and state agencies regarding areas of the environment, housing, historic preservation, and intergovernmental relations.

Knowledge-Skills-Abilities Required to Perform Satisfactorily

A. Knowledge

1. Knowledge of the principles and objectives of municipal planning and of research and statistical analysis techniques.
2. Knowledge of the theory and practice of land use planning.

3. Knowledge of regulatory practices related to development, environmental planning (storm-water management, non-point source pollution, erosion and sedimentation control), wetlands identification and architectural design elements.
4. Knowledge of federal, state, and local regulations governing City planning, i.e., Comprehensive Plan and Zoning, Subdivision, and Site Plan Ordinances.
5. Knowledge of pertinent geologic, biologic, oceanographic and other environmental principles and data.
6. Knowledge of basic construction/engineering terminology and techniques as applies to waterfront development.
5. Knowledge of housing and building regulations, terminology, standards and practices.
6. Knowledge of the principles and practices of traffic engineering.

B. Skills

1. Skills related to one of several functional planning specialties.
2. Skills in conducting large area traffic/transportation studies.
3. Skills in presenting both written and oral reports in a concise manner.
4. Skills in the use of computers.

C. Abilities

1. Ability to prepare technical reports and graphics presentations.
2. Ability to supervise and coordinate the work of subordinates.
3. Ability to speak and write clearly and concisely.
4. Ability to establish and maintain effective working relationships with others.
5. Ability to read and interpret surveys, engineering plans, and architectural drawings, and formulate conclusions and recommendations.

Minimum Qualifications

Requires any combination of education (above the high school level) and/or experience equivalent to eight (8) years in fields such as urban studies or regional planning that utilize the knowledge, skills, and abilities listed above.

Preference

Master's Degree in Urban/Regional Planning