



Pays on City Job Description
FLSA Status: Exempt
Last Revised: April 14, 2020

I. Position Title: Planner II

II. Summary of Overall Purpose of Position:

The purpose of this position is to perform journey level planning duties by performing a variety of routine and complex technical work in both short and long-term planning under general supervision of the Community Development Director; review and make recommendations on development proposals; assist in coordinating assigned activities and projections with other departments, outside agencies, and the general public; recommends conditions and/or alternatives to ensure projects are responsive to the emerging needs of the community and consistent with city policies and codes; provide accurate information to the public, employees of the City, and elected and appointed officials on many state and local code provisions, official land use maps, the general plan, and other pertinent information.

III. Essential Duties

- Conduct research, prepare staff reports and make presentations on project proposals to the Planning Commission, Board of Adjustment, and City Council as required.
- Develop planning studies and reports in support of new and updated plans, programs, and regulations; may be required to conduct special land use, demographic, social and economic studies and review other relevant factors relating to planning issues.
- Process, track, analyze and make recommendations on a wide variety of applications; reviews land use applications to verify that all components of applications are provided and are in compliance; review building permit site plans to calculate square footage, lot coverage and other necessary items to ensure compliance with City ordinances and approved development agreements; assure that residential architectural reviews are made in a timely manner and coordinated with applications for variances, use permits, zone changes, subdivisions, and site and design review.
- Performs pre-application research, requests details for potential development; researches zoning, planning, development history; and communicates research with applicants; communicates development process, applicable regulations and potential concerns/impacts.
- Assists with writing land use regulations and policies, identifies key stake holder groups; drafts new regulations; presents new regulations to Planning Commission and City Council for formal adoption.

- Interpret and apply applicable federal, state, and local laws, codes and regulations. Initiate actions necessary to correct deficiencies or violations of regulations.
- Assist Building Official to perform and/or coordinate inspections to ensure compliance with approved land, permit, and all applicable codes and ordinances; complete site inspections to ensure compliance with approved plans and permits.
- Respond to public inquiries regarding land use, zoning, development, and zoning enforcement; assist in resolving citizen and customer concerns.
- Complete field investigations to evaluate zoning violations, document evidence; contact the responsible persons, compose letters to inform violators, perform follow-up investigations, and obtain resolution through voluntary compliance, abatement of violation, or court proceedings; prepare documentation and reports regarding zoning enforcement matters.
- Updates zoning maps and other graphic representations to ensure that the most accurate information is readily available.
- Performs frequent customer service work both on the phone and at the front counter as the initial representative and liaison for the City's planning department; deals with case sensitive and occasionally controversial issues, works regularly with diverse groups of people and organizations, including the Planning Commission, Board of Adjustment, City Council, developers, contractors, environmental agencies, the public and other City employees.

IV. Marginal Duties

- Perform other duties as assigned.

V. Qualifications

Education: Bachelor's degree from an accredited college or university with major coursework in planning, geography, public administration, architecture, or a related field.

Experience: A minimum of three years of experience in planning, permit management and/or municipal land development.

Licenses/Certifications: A valid driver's license.

Knowledge of: Federal, state, and local laws and codes relating to land use, urban planning, zoning, community development standards, and the environment; principles and practices of land use planning and permitting; public information process, as well as an understanding of the developer or applicant; researching methods using a variety of data sources, methods and techniques of effective technical report preparation and presentation; current planning case law; and general knowledge of building code requirements.

Ability to: Exercise independent judgment to make decisions about day-to-day issues and activities; interpret and apply policies and procedures to situations; deal tactfully and courteously with customers, both internal and external; prepare, maintain and process a variety of documents; interpret, evaluate and apply complex rules and regulations; conduct research and analysis, read and interpret maps, permits, applications, and other plans; establish and maintain effective working relationships with co-workers, other departments, outside agencies, and the public; work with mathematical concepts; meet deadlines; set priorities, and deal calmly and effectively with public under stressful situations.

Skill in: Providing effective customer service; organization and strict attention to detail; problem solving and making decisions; multitasking; and using a computer and various software programs such as Microsoft Office and GIS software.

Communication Skills: Ability to communicate effectively to the public to explain permit procedures, codes and how to interpret technical information and effectively communicate both verbally and in writing.

Tool, Machine, Equipment Operation: Operates a variety of standard office equipment such as computer, printer, copier, telephone etc.

VI. Working Conditions

Physical Demands: Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Employee is regularly required to sit, stand, or walk; talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Good vision is required to view plans.

Working Conditions: Employee will work in a generally comfortable office setting. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally may be exposed to wet and/or humid conditions or airborne particles. The noise level in the work environment is usually quiet in the office, and moderate to loud in the in the field. Great mental effort is required daily, mental pressure and fatigue exist during a normal workday; extensive contact with the public; extensive contact with the public; night meetings and weekend work required; detail oriented, frequent stress from interpersonal interactions with public, city administration, developers, and city council.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.