

**CITY OF NORTH AUGUSTA  
JOB DESCRIPTION, NOVEMBER 2017**

**JOB TITLE: PLANNER  
PLANNING AND DEVELOPMENT DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under occasional supervision, performs professional urban planning tasks including the administration of zoning and development regulation, collecting and analyzing data related to City planning, land use and other issues, and writing technical reports and memoranda. Reports to the Director of Planning and Development.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Interprets and applies zoning and land development regulations through the review, analysis, and inspection of a variety of applications for development approval including site plan, use, subdivision rezoning, sign, variance, etc.

Deals extensively with the public to answer general questions about zoning and development issues.

Coordinates the review of subdivisions and site plans for non-residential and commercial projects in coordination with other City departments (Engineering, Utilities, Parks, Etc.)

Prepares agendas, reports and memoranda relative to the Planning Commission and Board of Zoning Appeals meetings; attends meetings, participates in discussions and provides information as requested.

Drafts language for recommended changes and/or additions to zoning and development regulation ordinances, comprehensive plans, and redevelopment plans.

Coordinates data collection and evaluation of zoning and code enforcement issues; works closely with code enforcement officer and GIS/GPS technician as necessary.

Conducts field inspections to verify compliance with applicable zoning and land development regulations and conditions of permit approval.

Receives and/or reviews site plans, staff generated documents, professional publications, e-mail, etc.

Prepares and/or generates staff reports, planning documents, finding of facts (research topics), e-mail, etc.

Refers to professional publications, staff generated documentation, staff consultation, etc.

Uses Microsoft Word and Excel, ArcMap/GIS, the internet, and other relevant software or programs as needed by the department.

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Interacts or communicates with department heads, City staff, the development community, the general public, etc.

Operates a vehicle and a variety of office equipment including a computer, printer, telephone, fax machine, etc.

Uses variety of engineering, architects, office and clerical supplies.

### **ADDITIONAL JOB FUNCTIONS**

Monitors the office.

Maintains files.

Runs copies for the Director.

Performs other related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a Bachelor's Degree in urban and regional planning, public administration, or geography with a minimum of three to five years experience in city planning, land planning and research, or any combination of education and experience that provides the required knowledge, skills, and abilities. Master's Degree is preferred. AICP certification is also preferred. Must possess a valid driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of automated office machines including computer, calculator, copier, blueprint machine, etc. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Must be able to lift and/or carry weights of ten to twenty pounds.

**Data Conception:** Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of information and instructions to citizens. Includes the receiving of information and instructions from supervisor.

**Language Ability:** Requires the ability to read a variety of documents and reports. Requires the ability to prepare various reports and documents with the proper format, punctuation, spelling and grammar, using all parts of speech. Has the ability to speak to the general public with poise, voice control, and confidence.

**Intelligence:** Has the ability to apply principles of rational systems such as planning and legal applications in order to solve problems and deal with a variety of concrete variables in situations where only limited

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standardization exists; to interpret a variety of instruments furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information and to follow verbal and written instructions.

**Numeric Aptitude:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages and decimals; and determine time and weight.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. The worker needs to relate to people in situations involving more than receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

**Physical Communication:** Requires the ability to talk and/or hear (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Understands the role of the Planner in relation to attaining the short and long-term goals of the department and the City. Possesses a thorough knowledge of planning functions and activities. Understands the process of administering zoning and development regulations and is capable of doing the same. Is able to collect and analyze proper and appropriate data related to City planning, land use, and other issues. Has the ability to write technical reports. Has the verbal ability to draft languages for recommended changes and additions to zoning and development regulations. Is knowledgeable of the terminology relative to planning and community development. Is able to develop, prepare, and make public presentations to various groups, individuals, and committees. Is able to plan and control entire sets of non-routine activities. Has considerable knowledge of the general policies, rules, and procedures established by the City and other regulatory agencies that effect the functions of the position. Has considerable knowledge of the structure, functions, and inter-relationships of state and local governments as these relate to assigned responsibilities and is able to apply that knowledge effectively. Is able to use judgment and discretion in managing assigned activities. Is able to assemble and analyze information and make written and oral reports concisely, clearly, and effectively. Is able to comprehend, interpret, and apply regulations, procedures, and related information. Is able to communicate effectively with a wide variety of public and private groups and is persuasive in such communication. Has sufficient knowledge of other City divisions/departments to communicate and interface with their representatives as necessary in carrying out duties and responsibilities. Has the verbal ability to make effective presentations and prepare effective and accurate required reports, and the mathematical ability to handle required calculations accurately and quickly.

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**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**