

CITY OF KINGMAN, ARIZONA
POSITION DESCRIPTION

CLASS TITLE: **Planner**

BAND	SALARY GRADE	
C	214	
DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Development Services	Development Services Director	Non-Exempt
REVISION DATE: July 2005		

GENERAL PURPOSE

Performs a variety of routine and complex administrative, technical and professional work in the current planning programs of the city related to the implementation of land use and related municipal plans and policies.

SUPERVISION RECEIVED

Works under the general supervision of the Development Services Director.

SUPERVISION EXERCISED

None generally. May supervise support staff, part-time or temporary employees or volunteers, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Develops short range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides technical and professional advice; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Provides information on land use applications, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons.

Reviews development and related land use permit applications, site plans, variance applications, etc.; examines applications for compliance with established plans and ordinances, and applicable local, state or Federal regulation; solicits input from appropriate staff, schedules hearings and actions, monitors through the approval process, enforces compliance with regulations; prepares reports and related data as required.

Reads and interprets maps and aerial photos.

Conducts property and site inspections.

Administers the sign code; reviews and approves sign permit applications.

Reviews business license applications for compliance with zoning, sign and related regulations.

Provides technical assistance for long range planning projects.

Provides staff support to the Planning Commission, Clean City Commission, and/or other City boards and commissions as needed and assigned. Prepares planning reports and supporting data, including recommendations or various land use proposals.

Prepares draft resolutions and ordinances.

Assists in the enforcement of local ordinances and in interpreting city codes and master plans. Enforces zoning ordinance violations through activities to include field inspection, personal contacts, and written communications.

Prepares graphics and maps for a variety of reports, plans, grant applications, publications or meetings.

Serves when assigned as a member of a planning task force composed of City, County or State groups.

Prepares and writes grant application components relating to geographics, maps, plats, site plans, etc. Assists in the administration of various grant programs and contracts as needed and assigned.

Assists in maintaining the data base of information for planning purposes.

Responds to local citizens inquiring about local planning, subdivision, and zoning regulations and ordinances.

Performs the duties and responsibilities of Planning/Zoning Inspector as required and assigned.

PERIPHERAL DUTIES

Serves as a member of various staff committees as assigned.

Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.

Assists other planning staff members in City administrative functions as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from an accredited four-year college or university with a degree in land-use planning, urban planning, landscape architecture or a closely related field, and
- (B) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Thorough knowledge of land use and zoning laws and comprehensive plans including their formation, process of adoption, and enforcement; Extensive knowledge of planning programs and processes; Working knowledge of Personal Computers and GIS applications; Knowledge of the sources and methods of data collection and analysis.

(B) Skill in the area of drafting and designing; Skill in the operation of the listed tools and equipment.

(C) Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public; Ability to establish effective working relationships.

SPECIAL REQUIREMENTS

Valid Arizona State Driver's License, or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spread sheets; motor vehicle; calculator; phone; copy and fax machine; various graphic design tools.

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.

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.

While performing the duties of this job, the employee is required to talk and hear; stand or sit; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee

encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet, humid and/or windy conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.