

CITY OF VANDALIA

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:	Position Title: City Planner
Dept.: Development and Engineering Services	Employment Status: Full-Time
Reports to: Chief Building Official	FLSA Status/Pay: Exempt
Normal Hours: 8:00 a.m. – 5:00 p.m.	Civil Service Status: Unclassified
EEO Status: 02 – Professional	

GENERAL DESCRIPTION:

Under direction, the City Planner performs a variety of professional current and long-term planning activities. Prepares surveys, analyzes plans, implementation strategies and elicits citizens' input on a variety of community issues related to physical and economic development. The City Planner is responsible for enforcing city ordinances and codes governing all development projects within the community.

QUALIFICATIONS:

 An example of acceptable qualifications:

Possession of a Bachelor's Degree from an accredited college or university in planning, public administration, geography, architecture, landscape architecture or other related field; one (1) or more years of related experience and/or training; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license and must remain insurable under the City's vehicle insurance plan. American Institute of Certified Planners certification is desirable.

EQUIPMENT OPERATED:

 The following are examples only and are not intended to be all inclusive:

Motor vehicle, calculator, computer, mobile phone, fax machine, copier, scanner, telephone, postage machine, and other standard modern business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); has contact with potentially violent or emotionally distraught persons or vicious animals; has exposure to fire, hot, cold, wet, humid, or windy weather conditions; this is considered sedentary work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION:

 For purposes of 42 USC 12101:

- 40% 1. Administers the public hearing process and attends meetings; prepares reports for all cases before the Planning and Zoning Boards; maintains records per department procedures; reviews and issues various permits (zoning, sign, occupancy, etc.); enforces and ensures compliance with zoning and subdivision codes and regulations; responds to requests for information and complaints from various City departments and the public (e.g. zoning code violations, nuisance complaints); reviews and monitors various plans and applications (e.g. subdivision plans, replats, etc.); drafts

Date Adopted _____

Developed by:

Date Revised _____

Clemans, Nelson & Associates, Inc.

{2/19/2017 PDVANC100186516.DOCX }

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zoning code, map, and regulation legislation; prepares community development plans; conducts code review, drafting, implementation, and ancillary research.

- 40% 2. Corresponds and advises architects, builders, attorneys, etc. regarding proposed developments and plans; responds to inquiries from the public regarding planning and regulations; plans, organizes, coordinates and participates in long-range, short-range, or current projects (e.g. researches, collects, and analyzes data, ensures planning projects comply with approved plans, prepares reports on planning topics, ensures demolition projects are in compliance with code, etc.); testifies for various tribunals (e.g. court, public hearings, board meetings, etc.).
- 15% 3. Attends City department, board, and community meetings; attends regional planning meetings; conduct meetings with owners, contractors and developers on the requirements and benefits of locating in the City; maintains the City's Engineering Services website.
4. Attends meetings and serves on committees, as directed; attends training and seminars, as directed.
5. Maintains required licensure or certification, if any.
6. Meets all job safety requirements and all applicable PERRP safety standards that pertain to essential functions.
7. Demonstrates regular, predictable and punctual attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% 1. Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: office practices and procedures; *City/department goals and objectives; *City/department policies and procedures; *workplace safety practices and procedures; *personnel rules and regulations; computer software; zoning/building codes; community resources and services; records management; government structure and process; state, federal, and local laws and/or regulations; local geographical area; English grammar and spelling; code enforcement procedures; Automated Mapping and Information Management systems; City planning programs and processes.

Skill in: typing; data entry; word processing; computer operation; switchboard or telephone console operation; adding machine or calculator operation; use of modern office equipment; motor vehicle operation.

Ability to: carry out instructions in written, oral, or picture form; interpret a variety of instructions in written, oral, picture, or schedule form; deal with many variables and determine specific action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; read, copy, and records figures accurately; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; copy records precisely without error; complete routine forms; prepare routine correspondence; compile and prepare reports; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; communicate effectively; understand a variety of written and/or verbal communications; maintain records

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according to established procedures; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints; travel to and gain access to work site.

POSITIONS DIRECTLY SUPERVISED:

None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)