



Inspire – Educate – Involve - Communicate

POSITION TITLE: Planner

DEPARTMENT: Planning and Economic Development

REPORTS TO: PED Director

SALARY RANGE: 7

INTRODUCTION:

This position assists the Director of Planning & Development in all areas of planning and zoning including short and long range comprehensive land use planning, project planning and review, and zoning. The position is the lead staff member to the Zoning & Planning Commission.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for the coordination and communication of the planning process, including land use and zoning issues, with the public, elected officials, builders and developers.

Researches and reviews development plans, conditional use permits, vacations, site plans, planned unit developments, and plats to ensure compliance with the zoning code, existing plans and policies.

Makes recommendations to the Zoning & Planning Commission and City Council on issues related to planning, zoning, and land use issues; researches issues, prepares and presents reports.

Enforces provisions of the zoning code.

Coordinates special projects such as Comprehensive Plan Updates, Small Area Plans, studies related to specific issues such as transportation, housing, or parking. Responsible for leading changes in zoning and ordinances.

Responsible for developing and maintaining systems and maps of relevant planning data.

Maintains a high level of expertise on current land use and planning best practices.

Performs as a team member working closely with the Planning & Economic Development staff, as well as other City Departments including Public Works, Inspections, City Clerk and City Manager's office.

DESIREABLE KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the theories, principles and trends of municipal land use planning. Ability to apply the knowledge of these concepts to current and long range planning activities.
- Ability to read and comprehend maps, site plans, land use applications, city policies and State Statutes as they relate to land use planning and zoning.
- Knowledge of site design criteria and ability to recommend changes to site designs that better meet the City's goals for development.
- Ability to analyze situations and solve problems creatively.

- Ability to create documents using Microsoft Word and Excel. Working knowledge of Geographic Information Systems or related map-based software.
- Ability to effectively and professionally present information to a range of audiences.
- Ability to effectively communicate so as to be understood without interpretation, both orally and in writing.
- Ability to maintain positive working relationships with co-workers, members of the public, legal counsel, and elected officials.
- Ability to work independently with little supervision, while also working as a team member.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Urban Planning or related field.
- At least 3 years of demonstrated municipal government experience in planning related activities or comparable private sector experience.
- Valid Minnesota Driver's License.

DESIRABLE QUALIFICATIONS

- Master's Degree in Urban Planning or closely-related field.
- At least 5 years of demonstrated municipal government experience in planning related activities of comparable private sector experience.
- AICP Certification.

July 2015