

## **COMMUNITY PLANNER**

### **DEFINITION**

Employees in this class are under administrative direction. The intent of this job is to provide proficient planning expertise and direction for the City's future growth and development. Duties and responsibilities include work performed in planning, zoning and related areas as assigned.

### **JOB LOCATION**

Employee drives a vehicle to sites, as needed. Duties must be performed during all types of weather conditions. Employee also works indoors in an office environment.

### **ESSENTIAL FUNCTIONS OF THE JOB**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Coordinates and conducts site plan/plat reviews for conformance with City codes and sound planning practices.
- Conducts site inspections for conformance with City codes.
- Reviews drawings, site plans, applications and related documentation for compliance with ordinances.
- Provides technical/drafting/design assistance as requested. Assists in implementation/operation of the City's Geographic Information System and other equipment. Uses knowledge of various software programs to operate a computer in an effective and efficient manner. Performs various research duties; tracks development and demographic information, compiles statistical trend studies; prepares projections.
- Researches topics, which help resolve planning issues and problems.
- Develops maps and other graphic presentations to illustrate planning concepts.
- Serves as professional advisor and provides staff support to City of McMinnville Regional Planning Commission, Board of Zoning Appeals and Historical Planning Commission and attends all meetings.
- Reviews and advises on all subdivision plats, rezoning requests and land use proposals.
- Makes recommendations and proposes changes to the comprehensive land use plan, major street plan, and zoning code and subdivision regulations.
- Develops, coordinates and maintains an annexation plan.
- Prepares and/or generates correspondence, letters, memoranda, forms, reports, charts/graphs and other documents via computer.
- Make presentations to the City Council as needed.
- Prepares maps and other material for presentation at all meetings.

- Responds to requests for information from officials, employees, members of the staff, the public or other individuals.
- Uses knowledge of various software programs to operate a computer in an effective and efficient manner.

#### **ADDITIONAL EXAMPLES OF WORK PERFORMED**

- Performs other duties as assigned.

#### **REQUIRED KNOWLEDGE AND ABILITIES**

- Considerable knowledge of zoning codes and subdivision regulations.
- Knowledge of planning and design theory and methodology as well as the principles of land use, development and planning.
- Knowledge of how to keep up to date on current improvements and developments in the field of community planning.
- Knowledge of professional literature in the field of planning.
- Knowledgeable and proficient with computer programs including GIS, and Power Point.
- Ability to effectively communicate with supervisors, members of the public, elected and appointed officials and all other groups involved in the activities of the department.
- Ability to assemble information and produce written reports and documents in a concise, clear and effective manner.
- Have good organizational, human relations, and technical skills.
- Ability to use independent judgment and work with little direct supervision when necessary.
- Ability to comprehend, interpret, and apply regulations, procedures, and related information.
- Mathematical ability to perform required calculations.
- Ability to read, understand and interpret financial reports and related materials.

#### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree required, a Graduate degree in Urban Planning, Architecture, Public Administration and/or AICP certification is preferred. Other related degrees may be considered.
- Progressively responsible experience in city or regional planning or related field of which some experience must have been in an administrative or consultative capacity.
- Possession of a valid Tennessee operator's license.
- Must be examined by a City designated physician to make a determination if applicant will be able to perform all essential duties required of this position.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of automated machines and tools which include a motor vehicle, computer, printer, typewriter, facsimile machine, copy machine, calculator, telephone, blueprint copier, drafting tools, engineer/architect scales, planimeter, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for sedentary work.

**DATA CONCEPTION:** Requires the ability to compare and/or judge the readily observable functional, technical, 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 administrative/technical/engineering information in a clear, concise, and convincing matter. Includes giving assignments and/or directions to co-workers or assistants. Must maintain an effective working relationship with the public.

**LANGUAGE ABILITY:** Requires the ability to read and comprehend a variety of informational documentation, professional jargon, directions, instructions, and methods and procedures related to the job of City Planner. Requires the ability to write reports using professional planning knowledge with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Require the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of City Planner.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; utilize statistical inference.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

**MOTOR COORDINATION:** Requires the ability to coordinate hand 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 the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shapes of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the job of City Planner.

**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).

Note: This job description does not constitute an employment agreement between the City of McMinnville and the employee and is subject to change by the employer as the needs of the City and requirements of the job change. The City of McMinnville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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