

Planner III

Reports to: Planning Manager
Department: Development Services
Division: Planning
Grade: E3
FLSA Status: Exempt
Supervisory: Yes

Summary: Performs senior level work, including limited supervisory functions. Requires a sound understanding of planning and community economic development and must have the ability to think innovatively and adjust to political sensitivities. Designs, promotes and administers long-range, short-range and current city planning activities, including development review and land use Commission support. Actively identifies and advocates for policies and improvements to meet the future needs of the City. Elicits active citizen participation in planning for the City's future, identifying realistic goals, objectives and forecasts for future governmental decision making. Maintains effective relationships with community investors and residents, including providing technical direction to assure timely performance, adherence to professional planning standards, zoning and land subdivision codes.

Is a role model for Servant Leadership. Work is reviewed by the Planning Manager.

Examples of Duties: This list may not include all tasks and/or knowledge which may be expected of the employee, nor does it cover all specific duties which may be required. Other duties may be assigned.

Processes complex applications for land use entitlements and development, such as annexation agreements, zoning map amendments, special use or variance approvals, plan review and permitting.

Responds to inquiries from developers, attorneys, engineers, architects, citizens, other City departments, and other agencies; recommends and coordinates corrective actions; investigates, reports, documents and resolves complaints.

Provides staff assistance for the land use boards and commissions, which may include meeting management, presentations, and taking meeting minutes. Provides information necessary to assist land use boards and commissions in making decisions.

In cooperation with the City Legal Department, coordinates Public Hearings as required, pursuant to the Local Government Act and City Code, pertaining to land use matters.

Performs research to identify and recommend revisions to the City's Comprehensive Plan, Zoning Code, Subdivision Code and other municipal ordinances.

Works with Regional Planning Commission staff and other ad hoc commissions, committees and community groups to develop long-range and strategic plans for City neighborhoods and districts on specific issues.

Assists with the development of strategic plans, policies, programs, services, and objectives that reflect the vision and priorities of Council.

Assists in the maintenance and development of a geo database of information on land, zoning, serviceability, deferred fees and obligations, and other land use matters to assure thorough and consistent information to support future land use and master planning functions. This includes updates to City zoning maps to ensure their completeness and accuracy.

Mentors, supervises and guides interns and fellows in the processing of applications, coordination of special projects, and other duties in pursuit of their learning objectives.

Assists in division budget preparation. May manage financials for grant programs administered by the Planning Division.

Assists with tracking and identifying best practices and opportunities for continual improvement to ensure that divisional responsibilities and deadlines are met.

General Skill Levels

Knowledge of:

- Fundamental planning principles, including planning theory, site planning, subdivision design, policy, and bylaw development.
- Short-term and long-term socioeconomic, environmental, fiscal, and political implications of planning decisions.
- Applicable state, federal and local ordinances, laws, rules and regulations related to municipal legislation and precedents respecting land use and planning, the environment and climate change, and property development approval processes.
- Developing and evaluating complex land use plans, policies, and bylaws.
- Project management including plan, policy, and public process development.
- Thorough familiarity and proficiency with Microsoft Office Online, GIS applications, and the ability to learn other software systems as required.

Skills in/Ability To:

- Plan, initiate, manage and complete complex and multiple simultaneous work assignments with a minimum of direction; set priorities and organize work to meet deadlines.
- Effectively read and interpret information, present numerical data in a resourceful manner, skillfully gather and analyze information, and ability to present to the public and Council.
- Work varied hours and travel to off-site meetings, as necessary to meet the requirements of the position.

- Use a broad range of Microsoft Office and cloud products, as well as GIS, mapping, analytic, presentation, and permitting software, as needed to complete assigned work.
- Communicate effectively in oral, written and graphic form to other employees, City departments, the public, elected officials and other agencies.
- Maintain confidentiality, when needed.
- Lead teams, plan, organize, and carry-out complex research projects effectively.
- Effectively plan, organize, set priorities, and work well under pressure and to a deadline.

Education/Experience:

- Required - bachelor's degree in planning, economic development, urban, rural, or regional planning, or equivalent, or a combination of experience and education. Significant experience with demonstrated progressive duties in policy and development planning in local government or equivalent experience in government or private sector and three (3) years of project management experience.
- Preferred - master's degree in planning, economic development, urban, rural, or regional planning, or similar. Formal training or education in Project Management and the use of GIS technology for urban and community planning. GIS technology in urban and community planning.
- Equivalent combination of education and experience may be accepted.

Certificate or Licenses:

- Required – Driver's License
- Required – American Institute of Certified Planners (AICP) certification
- Preferred – Any of the following: GISP (Geographic Informational Systems Professional) Certification, PMP (Project Management Professional), CNU-A (Congress for the New Urbanism Accreditation), Certificate in Historic Preservation, LEED AP ND (LEED AP Neighborhood Development)

Physical Requirements/Working Conditions: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Work is performed primarily in an office environment, although oversight and inspection activities may take place in dusty, moist or humid conditions and in a range of outdoor temperatures. Work requires driving to other office locations and other agency facilities in town and occasionally to other locations around the state for meetings and training, as well as visits to outdoor sites.

Equal Employment Opportunity

We value diversity and the many contributions that are made to our City by people from all walks of life. Therefore, it is our policy not to discriminate against any employee or applicant for employment because of race, color, religion, age, sex, sexual orientation, national origin, disability or any other attribute or characteristic protected by law.

ADAAA

It is the policy of the City to comply with all federal and state laws concerning employment of persons with disabilities and act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the policy of the City not to discriminate against qualified individuals with disabilities in regard to application procedure, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. Employees shall make requests to Human Resources for reasonable accommodations.