

Job Description City Planner

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: 5 years of experience in urban planning is required.

Minimum Education Requirements: Bachelor's degree in a related field

Direct Supervisor: Community Development Director

Supervisory Responsibility: None

Primary Work Location: Office setting and in buildings throughout the City

Physical requirements: Must be able to drive to and inspect construction sites in all weather conditions, may be required to sit for prolonged periods at a plan review table or computer terminal, must be able to navigate around and across construction sites to inspect work in progress in all weather conditions, may be required to lift objects weighing 25 pounds.

Certification: Must have active membership in the American Institute of Certified Planners and must possess a valid Oklahoma driver's license in good standing.

Job Summary: The City Planner performs professional work in planning, zoning, subdivision, and general community development work including administrative and enforcement functions, responding to public inquiries and land use issues, grant writing/administration, conducting research, preparing detailed staff reports, and conducting site visits.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- A. Perform technical planning functions including research, review, analysis, presentation, and coordination of rezoning applications, annexation requests, general Comprehensive Master Plan administration and amendments, development and land use permit application processing, special use and exception requests, requests for use or variances to standard process and procedures, and other related applications and processes.
- B. Review various planning related applications received for compliance with the City's general Comprehensive Master Plan, land development policies, and subdivision and site plan design standards.
- C. Perform architectural and/or site layout design analysis.
- D. Coordinate the City's application review process with affected parties, including the applicant, property owners, other planning staff, architectural and civil engineering consultants, City regulatory and review bodies, and the general public.
- E. Maintain current and accurate case files on each Planning Division application as received.
- F. Prepare and present written and oral reports to regulatory and public hearing bodies. Such reports include planning staff findings and recommendations as it relates to compliance with City regulations.
- G. Maintain City planning guides and documents, information data bases, base mapping, planning and development codes, and related regulations for research, documentation, and public access and use.
- H. Maintain land use and development data to analyze proposed land uses and prepare and maintain base maps, graphics, reports, and related documents.
- I. Develop and maintain a statistical reporting system.
- J. Answer inquiries from, and provide assistance to, the public, by telephone and in person, regarding land development and zoning matters as they apply to current City codes and ordinances.

- K. Provide information and assistance to other planning staff members, including subordinates.
- L. Represent the City at public information and review meetings and public hearings.
- M. Provide technical support and recommendations regarding neighborhood planning assignments including data gathering and participation in various community projects.
- N. Perform all work in a consistent manner related to City policies, procedures, vision, and values.
- O. Perform related tasks as required.

Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Principles and practices of land development design and related engineering design standards, including architecture, civil engineering, landscape architecture, site design and development, traffic engineering, and land use compatibility.
- Neighborhood planning techniques and processes necessary to create and implement various plans-of-action.

Skills

- Handle stress effectively without it interfering with performance.
- Organize, set priorities, and exercise sound independent judgment within areas of responsibility.
- Operate a computer, using word processing, spreadsheet, database software, and other standard office equipment.
- Communicate clearly and effectively, both orally and in writing.

Abilities

- Establish and maintain effective professional working relationships with elected officials, city manager, department heads, other employees, employees of other agencies, members of the news media, and the general public.
- Read and interpret City master plans, regulatory codes, technical and operational documents, reports, research material and information, plans and specifications, and other similar maps and drawings.
- Analyze land development related applications and uniformly apply relevant regulatory ordinances and codes.
- Prepare and present oral, written, and graphic reports, documents, brochures and pamphlets, maps, and related planning and land development documentation.

Signatures / Date

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

Check the appropriate box and fill in the appropriate accommodations, if required, then sign and date.

☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.

☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date