

City Planner

DEFINITION STATEMENT

Under the general direction of the Economic Development Official, conduct long-range and current planning and zoning duties.

QUALIFICATIONS

Position requires knowledge and understanding of planning and zoning principles and practices. Requires the ability to explain planning and zoning requirements. Also requires the ability to follow verbal and written directions, interpret and apply city code requirements, be a self-starter, prepare reports, exhibit strong leadership, possess professional communications skills, both written and orally and maintain a professional appearance.

EXPERIENCE AND TRAINING

Must possess a minimum of a bachelor's degree in city planning or a related field. Experience in local government planning and zoning is considered a plus.

SPECIAL REQUIREMENTS

Must possess or be able to obtain a valid Missouri driver's license and maintain an insurable driving record; no suspensions, revocations or moving violations within the last three years. Applicants must pass a background check and pre-employment drug screening.

EXAMPLES OF IMPORTANT DUTIES

1. Provides information to the public regarding land development regulations and policies.
2. Evaluates or assists in the evaluation of rezoning, ordinance amendments, site plans, special use permits, variances and other proposals.
3. Assists in resolving citizen and customer issues.
4. Interacts with building contractors, architects and the general public on planning practices.
5. Develops planning studies and reports in support of new and updated plans, policies, programs and regulations.
6. Assists with updates and maintenance of Comprehensive Plan and land development regulations.
7. Develops strategies to promote economic and community development and efficient land use consistent with community goals.
8. Writes or assists in writing a variety of ordinances and regulations relating to development requirements.
9. Participates in formal meetings and activities and provides recommendations to various boards and commissions pertaining to planning and zoning principles and practices.
10. Assists the Neighborhood Specialist with developing neighborhood plans, policies and programs.

OTHER DUTES AND RESPONSIBILITIES

Performs other duties as may be assigned.

QUALIFICATIONS

Skills in effective communication and public relations. Knowledge of planning and zoning principles and practices. Ability to review plans, read and understand land surveys and plats, and read and understand statutory and city ordinance language.

GRADE RANGE: L

Starting Salary: \$55,218.28 Annually

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