

CITY OF JORDAN POSITION DESCRIPTION

Title of Class: Planner/Community Development Specialist I

Effective Date: March 2017

DESCRIPTION OF WORK

General Statement of Work: Performs a variety of administrative, technical, and professional work in land use planning and community development.

Supervision Received: Works under general supervision of the City Administrator or his/her designee.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

Planning/Zoning:

Interprets and explains the Comprehensive Plan, Zoning Ordinance and Subdivision Ordinance. Works directly with residents, businesses, builders and developers and assist with their zoning inquiries.

Assists City departments with the preparation of exhibits and mapping projects.

Performs specific project planning activities including neighborhood and area plans and plats; prepares and develops agreements regarding plats and subdivisions.

Reviews building permits for conformance with the Zoning Ordinance and assists the Building Official in administration of building permits.

Responds to short range and long range planning issues.

Assists in the staffing of the Planning Commission as needed.

Assists in the preparation of planning reports to the Planning Commission and City Council, including but not limited to the preparation and distribution of public hearing notices.

Develops and maintains a strong and productive relationship with both print and electronic media outlets.

Provides assistance on department policies, activities and procedures.

Maintains city address and project files for planning projects and coordinates filing of required documents with Scott County.

Performs other duties and assumes additional responsibilities as apparent or as directed to ensure efficient department operation.

EDA/HRA:

Serves as staff liaison to the EDA; assists in the preparation of reports on EDA/HRA issues; assists in presentations to the Commission and City Council.

Assists existing businesses with marketing and revitalization programs.

Creates, designs, distributes and maintains marketing materials for promotion of economic development and available commercial and industrial land.

Assists with the development of a comprehensive marketing plan for Economic Development to encourage and enhance civic engagement in accordance with the city Communication Policy.

Creates content and maintains the Economic Development page of the city website.

Develops and maintains contact lists. Identifies and coordinates presence at local, regional and national trade shows and conventions for targeted industries.

Assists with any loan fund programs or grants.

Develops and monitors EDA/HRA marketing and advertising budgets.

Coordinates the business retention and expansion program.

Maintains records and data bases of business prospects and contacts.

Assists potential new businesses in site analysis, including demographics, taxes, fees and other development related information.

Assists in the preparation, updating and implementation of various economic development and housing plans.

Maintains inventory of the properties available for development.

Assists in promoting, recruiting, evaluating and facilitating prospective clients through development process.

Ensures the city and EDA/HRA goals and visions are consistently and successfully communicated to the public.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

Bachelor's Degree (B.A.) in urban planning, economic development or a closely related field.

LANGUAGE ABILITIES

Ability to read and interpret documents such as safety rules, operating and maintenance manuals, technical and procedure manuals. Ability to prepare and analyze reports.

Ability to prepare reports and correspondence. Ability to communicate effectively verbally and in writing with contractors, developers, property owners, employees, consultants, other governmental agency representatives, City officials, media and the general public; ability to establish and maintain effective working relationships with employees, supervisors, other departments, State and Federal agencies, and the general public. Ability to effectively give and follow verbal and written instructions.

MATHEMATICAL ABILITIES

Ability to make arithmetic computations using whole numbers, fractions and decimals.

Ability to compute rates, ratios and percentages.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of zoning, subdivision, and annexation laws and comprehensive plans including their formation, process of adoption, and enforcement.

Extensive knowledge of planning programs and processes.

Considerable knowledge of municipal land use planning and regulations, engineering procedures and federal, state, county, metropolitan agencies and watershed requirements.

Skills in operating the necessary tools and equipment, such as a personal computer (including word processing, spreadsheet, database, applications).

Knowledge in GIS and CAD elements.

Ability to design, develop and implement planning program proposals.

Ability to exercise sound judgement in making recommendations and implementing the City's land use regulations.

Knowledge of principles, procedures, and strategies of economic and community development and analysis in a government, planning and zoning, demographics, economic trends, forecasts, and impacts, and related principles and practices.

Knowledge of computer software and applications related to land use and economic planning and development procedures.

Knowledge of industrial, commercial, retail, & housing development programs.

Knowledge of central business district redevelopment.

Knowledge of marketing, communication and promotion.

CERTIFICATES, LICENSES AND REGISTRATIONS

Must possess a valid driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must be able to think, reason, and analyze multiple issues for extended periods of time. The employee must be able to function in stressful situations.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is sometimes performed in outside weather conditions. The employee is occasionally exposed to fumes, airborne particles, and toxic or caustic chemicals.

The noise level in the work environment is usually quiet in the office and moderate in the field.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Bachelor's Degree (B.A.) in urban planning, economic development or a closely related field.
- (B) Some municipal experience preferred.