

City of Gardner Position Description

PLANNER

Position Title: Planner
Department: Business and Economic Development
Salary Range: 5
FLSA Status: Exempt (not eligible for overtime pay)
Last Update: June 3, 2020

Job Summary:

Under general supervision, performs professional work in the field of current and/or comprehensive planning; manages the processing of proposed development; and provides information and assistance to developers, the business community and the public on planning, housing, environmental and development related matters.

Job Scope:

Work is of a responsible and sometimes confidential nature requiring the exercise of some independent judgment and action. Employee does not have supervisory responsibility over subordinate personnel. Responsible for prompt and accurate response to planning and zoning questions.

Essential Duties and Responsibilities:

- Acts as a liaison between property owners, development professionals, interdepartmental staff and decision bodies by providing information and recommendations regarding comprehensive plans, the land development code and other ordinance requirements, and their application to specific developmental proposals.
- Develops planning studies and reports in support of new and updated plans, programs and regulations
- Reviews or assists in the review of moderately difficult development proposals and site plans for conformance with codes, plans and regulations
- Prepares and delivers oral, written and graphic reports and makes recommendations on zoning and developmental applications.
- Collects a variety of statistical data and prepares reports and maps on topics such as census information, land use, tax base data and occupancy rates
- Evaluates or assists in the evaluation of rezoning's, ordinance amendments, site plans, special use permits, variances and other proposals
- Coordinates community review of public and private development projects
- Provides information to the public regarding development regulations
- Assists in resolving citizen and customer issues
- Participates in coordinating zoning and development application review with other agencies and staff, as well as providing assistance, support and guidance to other planning and development team members.
- Conducts field evaluations and assessments
- Attends substantial number of evening and weekend meetings
- Performs other related duties as assigned or requested

Education, Certification and Experience Requirements:

Bachelor's degree in planning, public administration, or a related field and a minimum of three years of progressively responsible experience in planning, including plan review or planning and zoning administration, or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Master's degree preferred. AICP certification preferred. Requires the possession of a valid driver's license and a good driving record.

Skills, Knowledge and Abilities:

- Knowledge of the principles and practices of planning
- Knowledge of a relevant specialization such as transportation, land use or affordable housing is desired
- Knowledge of principles and practices of research and data collection
- Knowledge of effective writing techniques
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Adobe InDesign, internet applications and GIS
- Oral communication and interpersonal skills to explain rules and procedures clearly to the public in a convivial and helpful manner
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions
- Ability to create effective and attractive PowerPoint and graphic presentations
- Ability to work on several projects or issues simultaneously
- Ability to set and meet deadlines and schedules
- Ability to work independently or in a team environment as needed
- Ability to attend to details while keeping big-picture goals in mind

Tools and Equipment Used:

Personal computer, copy machine, and other office equipment; must be able to drive a vehicle.

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 this job. 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, talk, and hear. The employee is frequently required to walk, use hands to operate, finger, handle or feel objects, tools, or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to 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. While performing the duties of this job, the employee normally works within an office environment. Field and site inspections are required. Noise level is usually moderately quiet.

Selection Guidelines:

Formal application, rating of education and experience; and successful completion of oral interview; reference check; physical and drug screen; and background checks are required. Job related tests including assessments may be required.

The City of Gardner is an equal opportunity employer. Any applicant/employee with a disability as defined in the Americans with Disabilities Act may request an accommodation to perform the functions of this position. Requests should be directed to the immediate supervisor.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.