

CITY OF NEEDLES
POSITION DESCRIPTION

Position Title: **City Planner**
Department: Planning

Job Classification: Unclassified
Wage Range: \$33.73 start – \$43.04 max
(Step 129)

POSITION PURPOSE: The Planner, working under direction of the Director of Development Services; supervises the day-to-day operation of the City Planning; prepares reports on current and advance planning projects, reviews development plans for compliance with zoning and building requirements; functions as secretary to the Planning Commission, performs professional planning work and related duties as required.

Reports To: Director of Development Services

Example of Responsibilities: (may include, but not limited to):

- A. Direct and participate in the development and implementation of goals, objectives, policies, and priorities of the planning function.
- B. Administer the general plan, zoning ordinance, and other City ordinances and prepared amendments to these documents.
- C. Provide professional planning staff services to the Planning Commission, including the preparation of the agenda, comprehensive studies for current and advance planning projects.
- D. Serve as secretary to the Planning Commission (meeting agendas, minutes, recordings, project information, applications, process information).
- E. Prepare graphic designs and maps to illustrate proposed projects.
- F. Provide technical advice to the City Council, other City departments and civic groups on planning, zoning, and related matters.
- G. Evaluate and act on zoning and subdivision applications.
- H. Provide planning, zoning, and subdivision information to the public.
- I. Prepare and evaluate environmental review documentations.
- J. Coordinate departmental activities with other City Council, special district, State, and Federal agencies.
- K. Assist the Director with grant applications and processing.
- L. Prepares and presents staff reports and other necessary correspondence.
- M. Research complex planning problems and prepare a variety of comprehensive reports.
- N. Resolve difficult planning and administrative policy questions.
- O. Prepare notices for public hearing.
- P. Prepare and administer the Planning Function budget.
- Q. Supervise, train, and evaluate assigned staff.
- R. Accept annexation requests, prepares and coordinates with other departments and LAFC to insure completion of the annexation procedure.
- S. Supervise Building activities and duties, if assigned to by the Director of Development Services.
- T. Present complicated and technical information to the public, planning commission, and city council.
- U. Perform related duties as assigned.

Minimum Qualifications:

- A. Demonstrated proficiency in principles and practices of urban planning.
- B. Research methods and sources of information related to urban growth and development.
- C. Local, State, and Federal laws underlying general plans, environmental matters, zoning, and land divisions.
- D. Principles of organization, administration, budget, and personnel management.
- E. Plan, assign, and coordinate the work of professional, technical and clerical personnel.
- F. Interpret planning and zoning programs to the general public.
- G. Analyze economic data.
- H. Communicate clearly and concisely, orally, and in writing.
- I. Identify, coordinate, and resolve a wide variety of interests in the development of land use policy.
- J. Establish and maintain effective relationships with City officials, other governmental agencies, citizens and public.

Requirements:

- A. Three years of progressively responsible experience in municipal planning.
- B. Bachelor's Degree from an accredited college or university with major course work in planning or related field considered useful in City planning.
- C. A valid driver's license.
- D. The duties and responsibilities of this position shall expose the incumbent to these conditions normally encountered in such work.
- K. Physical requirements may vary from light to heavy consisting of frequent sitting, standing, walking, bending and stooping.
- L. Masters degree in urban planning or a closely related field from an accredited institution or certification by the American Institute of City Planners (AICP) or related organization is highly desirable.

General:

This classification description is not intended to be all-inclusive and employee will also perform other reasonable related duties as assigned by management as required.