



CITY OF PATASKALA

POSITION DESCRIPTION

POSITION TITLE:	Planner
STARTING PAY RATE:	\$50,300 annual salary
DEPARTMENT:	Planning & Zoning
POSITION REPORTS TO:	Director of Planning
NUMBER OF OPENINGS:	One (1)
FLSA STATUS:	Exempt
CIVIL SERVICE STATUS :	Unclassified
EMPLOYMENT TYPE:	Full-time

JOB DESCRIPTION:

General Purpose of Position

- Under the direction of the Director of Planning, this position performs a variety of routine planning activities, including: (1) technical reviews of development and land use applications and zoning matters; (2) provides guidance and information to others on planning, community development, zoning and environmental review; (3) prepares written staff reports for plan review and site development; (4) performs technical assessments and presents plan review to the appropriate boards and committees; and (5) assists in the administration and enforcement of policies, plans, ordinances, zoning and subdivision applications.
- Other duties as assigned.

ESSENTIAL FUNCITONS:

- Reviews and analyzes subdivision, commercial and other development applications.
- Prepares written staff reports including research and analysis for Board of Zoning Appeals and Planning and Zoning Commission hearings.
- Attends Board of Zoning Appeals (BZA) and Planning and Zoning Commission hearings.
- Attends boards and commission meetings as assigned, and presents information.

- Reviews and approves zoning permit applications to ensure compliance with applicable city regulations and codes.
- Facilitates project review with in-house colleagues and outside agencies ensuring plans and applications receive appropriate review and approvals.
- Provides information to other departments, various boards and commissions, the public and other agencies in writing, by phone and in-person.
- Assists with land use planning, and other projects related to community growth and development.
- Responds to telephone calls and visitors, responds to inquiries and complaints, or directs non-routine matters to the appropriate authority.
- Meets with residents, businesses and developers to discuss project proposals, and assist them with the development process.
- Assists in the review and implementation of the city's zoning code, subdivision regulations, flood plain regulations and the comprehensive land use plan.
- Collects and analyzes data from various sources as it pertains to Planning & Zoning department needs.

Other Duties

- Other related duties as required or assigned

MINIMUM REQUIREMENTS FOR ENTRY TO POSITION

TRAINING AND EXPERIENCE

- Bachelor's degree from an accredited four-year college or university in city planning, public administration, or related field; or any combination of training, education, or experience with provides the desired knowledge, skills, and abilities to perform the essential functions of the position.
- Substantial knowledge of principles, practices and procedures related to effective land use planning, design and zoning.
- Knowledge and expertise with effectively representing the city with governmental agencies, community groups, businesses, professional and regulatory bodies, and with property owners, developers, contractors and the general public.
- Ability to effectively schedule, organize, and prioritize work assignments, projects tasks and activities.
- Must have excellent oral and written communication skills, and the ability to present ideas and findings clearly and concisely – both in written and oral form;
- Knowledge and skills in the use of computer programs such as Microsoft Office and related programs. Proficiency and experience in Arc View GIS desired;

- Ability to comprehend, use and analyze a variety of documents including but not limited to site plans, topographical and landscape plans, applications, architectural drawings, renderings, specification details, reports and records related to community development;
- Ability to use and understand both engineer and architect scales;
- Knowledge of standard land planning measurements, units and conversion.

SPECIAL REQUIREMENTS

- Must be available to work during other than normal business hours;
- Must be willing to attend schools, training and workshops as appropriate to enhance job effectiveness;
- Ability to comprehend and correct use a variety of informational documents, including codes, subdivision regulations, requisitions, applications, plans, site plans and other reports and records;
- Ability to prepare reports, memos, correspondence and other job-related documents using prescribed format, and conforming to all rules of punctuation, grammar, diction and style;
- Ability to use independent judgement, common sense and principles of influence and rational systems in the performance of tasks;
- Ability to work under stressful conditions, respond promptly in urgent situations, and balance priorities within, and between, offices and departments;
- Ability to maintain personal composure, and tactfully handle difficult situations and interpret questions correctly, ability to behave in a friendly, empathetic and professional manner with co-workers, supervisors and the general public;
- Ability to advise and apply policies, procedures and standards to specific situations, and the ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards;
- Ability to communicate effectively, both verbally and in writing, with developers, builders, homeowners, city personnel, and the general public.

PHYSICAL REQUIREMENTS NOT OBVIOUS FROM ESSENTIAL FUNCTIONS

- None.

All resumes will be reviewed and considered for qualifications. The City of Pataskala reserves the right to determine if an applicant meets the essential qualifications of the position.

Posted: February 28, 2018

The City of Pataskala is an equal opportunity employer