



CITY OF PATASKALA

ORDINANCE 2016-4262

Passed May 16, 2016

AN ORDINANCE TO CREATE, AND ESTABLISH COMPENSATION FOR, A NEW FULL-TIME POSITION OF EMPLOYMENT (CITY PLANNER) WITHIN THE CITY OF PATASKALA

WHEREAS, the effective and efficient operations of the City of Pataskala is contingent on proper staffing levels; and

WHEREAS, the City of Pataskala has recognized the need to create a new position of employment, City Planner, to provide planning and zoning support and services to the City; and

WHEREAS, Council for the City of Pataskala now wants to create this new position and establish a starting rate of pay, consistent with the attached position description attached hereto as Exhibit A and incorporated herein by reference.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF PATASKALA, COUNTY OF LICKING, STATE OF OHIO, A MAJORITY OF ALL MEMBERS ELECTED OR APPOINTED THERETO CONCURRING, THAT:

Section 1: The position of full-time City Planner is hereby created within the City of Pataskala.

Section 2: The full-time City Planner position created in Section 1 shall be unclassified with a starting rate of pay of \$24.04 per hour.

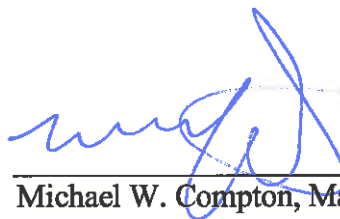
Section 3: It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of Council and that all deliberations of the Council and any of the decision making bodies of the City of Pataskala which resulted in such formal actions were in meetings open to the public in compliance with all legal requirements of the State of Ohio.

Section 4: This Ordinance shall become effective from and after the earliest period allowed by the Charter of the City of Pataskala.

ATTEST:

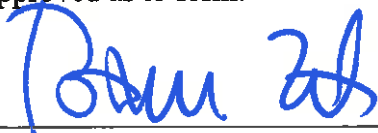


Kathy M. Hoskinson, Clerk of Council



Michael W. Compton, Mayor

Approved as to form:



Brian M. Zets, Law Director



CITY OF PATASKALA PLANNING & ZONING DEPARTMENT

621 West Broad Street, Suite 2A
Pataskala, Ohio 43062

ATTACHMENT A

POSITION DESCRIPTION

POSITION TITLE:	City Planner
STARTING ANNUAL SALARY:	\$50,000
DEPARTMENT:	Planning and Zoning
POSITION REPORTS TO:	Director of Planning
NUMBER OF OPENINGS:	One (1)
FLSA STATUS:	Exempt
CIVIL SERVICE STATUS:	Unclassified

JOB DESCRIPTION

General Purpose of Position

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

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 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 and Planning and Zoning Commission hearings and represents the City in presentation and discussion of applications.
- Attends and presents information and/or boards and commissions as assigned.
- Reviews and approves zoning permit applications to ensure compliance with applicable City regulations.
- 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 board 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-routing 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 and administration of the City's Zoning Code, Subdivision Regulations, Flood Plain Regulations and Comprehensive Land Use Plan.
- Position requires regular and predictable attendance.
- Collects and analyzes data from various sources as it pertains to Planning and Zoning Department needs.

MINIMUM REQUIREMENTS FOR ENTRY TO POSITION

- Graduation from an accredited four-year college or university with a degree in city planning, public administration, geography or related field. Master's degree preferred.
- Substantial knowledge of principals, practices and procedures related to land use planning, design, and zoning.
- Knowledge and techniques for effectively representing the village with governmental agencies, community groups, business, professional and regulatory bodies and with property owners, developers, contractors and the general public.
- Ability to effectively schedule, organize, and prioritize work assignments, project tasks and activities.
- Strong writing, speaking, research and analytical skills and the ability to present ideas and findings clearly and concisely both written and orally.
- Knowledge and skills of programs such as Microsoft Office and related programs. Additional skills in Arc View GIS ideal.
- 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's and architect's scales.
- Knowledge of standard land planning measurements, units and conversion.

SPECIAL REQUIREMENTS

- Must be available to work other than normal business hours.
- Must be willing to attend schools, training and workshops as appropriate to enhance job effectiveness.
- Ability to comprehend and correctly use a variety of informational documents including zoning 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 principals of influence and rational systems in the performance of tasks.
- Ability to work under stressful conditions, respond immediately to urgent situations, and to 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, understanding, helpful and professional manner with coworkers, supervisors and the general public.
- Ability to advise and apply policies, procedures and standards to specific situations; ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to communicate effectively with developers, builders, homeowners, other City personnel, and the general public verbally and in writing.

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 qualifications of the position.

Posted:

The City of Pataskala is an equal opportunity employer.

