



CITY OF PATASKALA

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:	Position Title: Senior Planner
Dept.: Planning & Zoning	Employment Status: Full-time
Reports to: Director of Planning & Zoning	FLSA Status: Exempt
Normal Hours: 8 am- 4pm	Civil Service Status: Unclassified
EEO Status: 02 - Professional	

CLASS DESCRIPTION:

Under the direction of the Director of Planning and Zoning, the Senior Planner performs a variety of advanced planning activities in the implementation and enforcement of the Comprehensive Plan, Zoning Ordinances, Subdivision Regulations, and related development rules, regulations, codes, and ordinances. Performs other duties as assigned.

QUALIFICATIONS:

 An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED); possession of a Bachelor’s degree from an accredited college or university in city planning, geography, public administration, or related field; four (4) years of professional experience in planning and zoning; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain a valid State of Ohio driver’s license and must remain insurable under the City’s vehicle insurance policy.

EQUIPMENT OPERATED:

 The following are examples only and are not intended to be all inclusive:

Calculator, computer software (Microsoft Office, ArcView GIS and other applicable computer software programs), mobile phone, copier, scanner, telephone, and other standard modern business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Has exposure to chemical compounds found in an office environment (e.g. toner, correction fluid, etc.); has contact with potentially violent or emotionally distraught persons; this is considered sedentary work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor’s physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION:

 For purposes of 42 USC 12101:

1. Reviews and analyzes complex 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; reviews and approves advanced zoning permit applications to ensure compliance with applicable city regulations and codes; assists in the review and implementation of the City’s zoning code, subdivision regulations and the comprehensive land use plan; collects and analyzes complex data from various sources as it pertains to Planning and Zoning Department needs.



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2. Attends Board of Zoning Appeals and Planning and Zoning Commission hearings as assigned and presents information. Attends Development Committee and City Council meetings as necessary and presents information.
3. Facilitates advanced 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.
4. Assists with land use planning, and other complex projects related to community growth and development.
5. Responds to telephone calls, emails and visitors for complex inquiries and complaints, or directs non-routine matters to the appropriate authority; meets with residents, businesses and developers to discuss advanced project proposals, and assist them with the development process.
6. Assists the director with the research and preparation of amendments to the Zoning Code and the Subdivision regulations.
7. Administers the Planning and Zoning Department construction plan review process through coordination amongst multiple departments and agencies.
8. Attends pre-construction meetings on behalf of the Planning and Zoning Department to ensure developers understand the platting, permitting and violation process.
9. Oversees the collection of impact fees as part of the permitting process and completes necessary reporting requirements.
10. Oversees implementation and administration of Department GIS policies and procedures in coordination with the Planning Director and outside contractors.
11. Prepares and presents agricultural district reports to Council.
12. Attends meetings and serves on committees as directed; attends training, workshops, and seminars as directed; maintains required licensure or certification, if any.
13. Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
14. Demonstrates regular and predicable performance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as assigned.
2. Must be available to work during other than normal business hours.



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MINIMUM ACCEPTABLE CHARACTERISTICS:

Knowledge/Skills/Abilities:

- Knowledge of City/department goals and objectives and policies and procedures
- Knowledge of workplace safety practices and procedures.
- Knowledge of government structure and process and state, federal, and local laws and/or regulations.
- Knowledge of local geographical area.
- Knowledge of principals, practices and procedures related to effective land use planning, design and zoning; standard land planning measurements, units and conversion.
- Skill in word processing, computer operation and use of modern office equipment.
- Ability to exercise independent judgement and discretion.
- Ability to communicate effectively; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints.
- Ability to travel to and gain access to work site.
- 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 engineering and architectural scales.
- Ability to comprehend and correctly use a variety of informational documents, including codes, subdivision regulations, requisitions, applications, plans, site plans and other reports and records.

POSITIONS DIRECTLY SUPERVISED:

None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)