



CITY OF PATASKALA

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:	Position Title: 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 Planner performs a variety of basic 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, public administration, or related field preferred; 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 basic 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 basic 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 basic 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.
3. Facilities basic 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 standard projects related to community growth and development.
5. Responds to telephone calls, emails and visitors for standard inquiries and complaints, or directs non-routine matters to the appropriate authority; meets with residents, businesses and developers to discuss basic project proposals, and assist them with the development process.
6. Develops and distributes memos for Board of Zoning Appeals and Planning and Zoning Commission application review with in-house colleagues and outside agencies for comment; ensures comments are appropriately filed for incorporation in staff reports.
7. Creates databases and digitizes old permits and applications for use with the Planning and Zoning Department GIS mapping platform.
8. Organizes and maintains the Planning and Zoning Department plan room and ensures appropriate signatures are obtained before filing plans.
9. Attends meetings and serves on committees as directed; attends training, workshops, and seminars as directed; maintains required licensure or certification, if any.
10. Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
11. 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.

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.

Date Adopted _____

Developed by:

Date Revised _____

Clemans, Nelson & Associates, Inc.



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- 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)