

CITY OF ROCKAWAY BEACH
POSITION CLASSIFICATION DESCRIPTION
(City Planner)

GENERAL STATEMENT OF DUTIES:

The City Planner is expected to exercise initiative, supervisory, and management responsibility for a variety of tasks critical to the administration of the City of Rockaway Beach. Performs advanced professional planning work, exercising considerable independent judgment. Responsible for current planning work including permit intake, permit reviews and tasks related to zoning code compliance. Primary responsibilities include coordinating the current planning section, scheduling public hearings, coordinating agendas for Planning Commission, conducting some special studies, conducting long range planning studies of complex land use issues to include Comprehensive Plan Review, Public Facilities, Economic Development, Transportation Planning, Citizen Involvement, Land Use and Development Ordinance. Does research, analyzes information, plays a lead role in public outreach efforts, and coordinates selected projects. Works under the general direction of the City Manager who participates in the establishment of major objectives and reviews work for effectiveness and results obtained.

DISTINGUISHING FEATURES OF THE CLASSIFICATION:

Under the supervision of the City Manager, the City Planner is a key member of the City's leadership team and expected to competently perform his/her duties. The position requires frequent handling of sensitive and confidential information. Additionally, this position frequently interacts with elected officials, appointed officials, various committee members and the general public.

SUPERVISION RECEIVED:

Work is performed under the general supervision of the City Manager. Independence of action and self-motivation are stressed in the general performance of duties.

SUPERVISION EXERCISED:

The City Planner may supervise staff, contractors or consultants when assigned.

ESSENTIAL FUNCTIONS: *The following information is not all-inclusive.*

Professionally represent the City of Rockaway Beach while attending meetings, conferences, public events or other gatherings. Identifies and works to secure grants and other funding sources. Prepares and coordinates comprehensive reports and plans including development and implementation of citizen participation processes and development of Staff Reports and recommendations. Directs and provides staff support to public bodies, including presentations to committees, Planning Commission and City Council. Analyzes and prepares staff reports on plan amendments and land use applications of a complex nature concerning conformance with City policies and Land Use Ordinances. Conducts long range planning studies of complex land use issues to include Comprehensive Plan Period Review. Coordinates department activities, advanced planning studies and projects with other City departments and public agencies. Directs, coordinates and consults on department activities and advanced planning

studies. Gathers and analyzes data for comprehensive planning at the neighborhood and community level. Uses GIS system to effectuate planning goals and tasks. Assists with grant program management. Maintains communications and coordination with the City Manager, Council, applicable commissions, other agencies, co-workers and the public. Research, analyze and make recommendations to the City Manager on a variety of topics as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of supervisory and administrative principles and practices. Knowledge of principles and practices of community planning. Knowledge of citizen involvement techniques and processes. Knowledge of governmental and legal practice and terminology as applied to municipal planning. Knowledge of research methodology and statistical techniques and ability to apply both to planning issues, processes and programs. Considerable knowledge of GIS systems and their application to planning tasks. Familiarity with engineering principles at City scale and at project scale. Ability to communicate, both verbally and in writing, and to prepare and make public presentations on complex planning issues. Ability to review, modify and develop complex Urban Planning Studies. Ability to establish and maintain effective working relationships with public agencies, decision makers, developers, citizens, and special interest groups. Ability to read, understand and interpret complex legal and regulatory information. Ability to collect, analyze, and explain data. Ability to produce reports, form input and extract data from computers. Ability to work with members of the public in a professional consistent manner. Ability to establish and maintain effective working relationships with public agencies, decision markers, developers, citizens and special interest groups. Skills and ability to perform research, compile and analyze data, and write or present clear and accurate reports on complex subjects. Skills in analyzing and resolving problems in a logical and effective manner.

Ability to work in a fast-paced environment with interruptions. Ability to present complex topics at public meetings. Ability to accept supervision and criticism. Ability to review substantial data and draw conclusions. Ability to communicate with others and produce written reports. Ability to make decisions. Ability to move between City work locations. Ability to learn. Ability to read and understand complex, legal and regulatory information, laws and ordinances. Ability to keyboard. Ability to hear, listen to and understand meeting transactions. Ability to work independently and make decisions in accordance with established policies and procedures. Ability to communicate effectively, both orally and in writing. Ability to secure cooperation of others in difficult work situations. Ability to deal with a wide variety of complex issues, perform under stress and prioritize workload. Ability to prepare a budget and monitor expenditures. Ability to manage important and complex records. Ability to deal with the public and City officials with diplomacy and tact. Ability to function as part of the City Leadership Team. Follow written and oral instructions and organize and prioritize work to meet deadlines and demands of workloads with a minimum supervision while maintaining accuracy and attention to detail.

EXPERIENCE AND TRAINING: *Education and experience requirements listed are minimum standards. (Any combination of education and experience that has provided the knowledge, skills and abilities to perform the essential duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)*

Education: Bachelor's Degree in business administration, public administration, urban planning or related field.

Experience: Five years' experience as City Planner, Deputy City Planner, Community Development Director, City Manager, Legal Administrative Assistant, or other applicable experience.

Licensing: Possession of a valid driver's license or an acceptable alternative method of transportation which allows the incumbent to perform the duties of the position. Obtain Flood Plain Management licensing within two years of hire.

PHYSICAL DEMANDS OF THE POSITION:

While performing the duties of this position, the employee is frequently required to sit; communicate, both orally and in writing; reach and manipulate objects, tools, or controls; drive; type; and perform long periods of data entry in a computer. The position requires mobility. Duties involve moving materials weighing up to 40 pounds on an infrequent basis; manual dexterity and coordination are required over 50% of the work period.

PRE-EMPLOYMENT REQUIREMENTS

Must be able to pass drug screen and must demonstrate ability to perform essential functions. Education, experience, and references verified.

EXEMPTION STATUS: Exempt