

CITY OF JONESBORO

Planner I

Job Description

Exempt: No
Department: Planning
Reports To: Director of Planning
Location: Municipal Complex
Date Prepared: October 23, 2014
Date Revised:

GENERAL DESCRIPTION OF POSITION

This position is responsible for helping assist, regulate, and approve planning and development activities for the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist in processes applications for developments permitted under the zoning ordinance; coordinates review by other City departments. This duty is performed daily.
2. Assist in processes applications for conditional use projects including drafting staff reports for the Planning Commission. This duty is performed monthly.
3. Assist in reviewing subdivision plats to determine compliance with City subdivision regulations. This duty is performed monthly.
4. Assist in inspecting projects under construction to ensure compliance with regulations and Planning Commission conditions; issues zoning certificates. This duty is performed weekly.
5. Helps coordinates with other City departments on projects under review by the Planning Commission, Planning Department or Board of Adjustment. This duty is performed daily.
6. Assist in reviewing and processes applications for variances. This duty is performed monthly.
7. Assist in responding to citizens' questions and comments in a courteous and timely manner ensuring that citizens receive the information or advice they need. This duty is performed daily.
8. Communicates and coordinates regularly with appropriate staff and officials. This duty is performed daily.
9. Informs supervisor concerning work progress, potential work problems and provides suggestions for new or improved policies. This duty is performed daily.
10. Assists in the review of annexation requests, the submission of approved annexations to the US Department of Census Bureau and in the correction and update of maps and records. This duty is performed annually.
11. Assist in collecting and organizes data; conducts analysis; performs research; interprets and presents findings in regards to City planning. This duty is performed daily.

12. Attends meetings, conferences, workshops and training sessions; stays current with developments in the principles and practices of City planning; maintains professional standing in the field of urban planning. This duty is performed annually.

13. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree, plus 2 years related experience and/or training. Or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to use common sense understanding in order to carry out detailed written or oral instructions. Ability to deal with problems involving a few known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Presentation/PowerPoint, Word Processing/Typing

Basic: Contact Management, Database, Spreadsheet

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under immediate supervision, with short assignments of work at frequent interval with regular check of work.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Light mental demand. Operations requiring intermittent directed thinking to carry out predetermined procedure or sequence of operations of limited variability. Operations requiring intermittent attention to control machine or manual motions.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

The level of direct supervisory responsibility for the assignment of job duties, training, leadership, guidance, needs of employees, hiring, terminating and/or direction of the effort of others. Scoring will depend upon the number and classification of people normally supervised or directed, and the scope of complexity of the operations involved in the supervisory responsibility. (Job classification which involves no supervision will not be assigned a point value for this factor.)

No supervision.

Supervises the following departments: None

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

No responsibility for this factor.

ACCURACY

Probable errors of internal scope readily detected in normal course of work by standard check or routine crosscheck within a single department or office. Errors resulting from inaccuracy would create minor confusion, delay or expense to correct the situation.

ACCOUNTABILITY

FREEDOM TO ACT

Standardized. Accepted processes covered by well-defined standardized policies and procedures with supervisory review.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an

indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

EMPLOYEE CONTACT

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to extreme cold. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to sit, talk or hear; occasionally required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include color vision; and depth perception.

ADDITIONAL INFORMATION

Not indicated.