

CITY PLANNER

DIVISION/DEPARTMENT : COMMUNITY PLANNING & DEVELOPMENT/PLANNING
SALARY :
FLSA : EXEMPT
CIVIL SERVICE : NOT INCLUDED
BARGAINING UNIT : NON-BARGAINING

GENERAL DESCRIPTION

Professional administrative position under the general direction of the Mayor and City Council responsible for developing and implementing policies, programs, and practices for the City in the area of physical, social and economic planning projects, Duties include but are not limited to the following: promulgates orders, rules and regulations for the conduct and guidance of the members of the Planning Department within the parameters of City policy; makes an annual report of the activities of the Department for each year to be filed with the Mayor; assigns the personnel of the department as deemed necessary to carry out the functions of the department and to prescribe rules and regulations for the conduct and management of the department consistent with City policies; supervises and coordinates development of the community's Comprehensive Plan, Subdivision and Zoning ordinances, including the necessary research, analysis, plan preparation, design, program development, and writing and editing of reports; supervises and coordinates analysis of the City's physical and socioeconomic characteristics and directs land use, population and economic forecasts; acts as technical advisor on planning and development matters to the Mayor, City Council, Planning and Zoning Commission, and appears or assigns a staff member to appear before the Council and Commission to report or advise on major planning and community development projects, significant economic, housing, land use and population study findings, and new planning and development techniques being utilized in other communities; works with all City departments in matters relating to planning and community development programs; prepares and administers the department's work program and budget after consultation with the Planning and Zoning Commission, including assigning staff, determining schedules and reviewing progress on the program; reviews all public projects undertaken by City departments, special districts, the County, and other governmental agencies to ensure they are compatible with City plans; aids the Planning and Zoning Commission and City Council in the development of the Capital Improvements Program and other long term financial plans; prepares educational and informational materials, and consults with developers, public officials, and citizens on planning and development matters; supervises and has jurisdiction over the conduct of the zoning administration and the enforcement of all zoning regulations enacted by the City; supervises, coordinates and reviews work performed by professional consulting firms retained for planning and development studies; other duties as assigned.

ESSENTIAL FUNCTIONS

These functions are considered essential for successful performance in this classification:

1. Ability to supervise and direct professional and office staff and function with independent judgement and skills to plan, organize, and carry out the delivery of services provided by Planning and Transportation.
2. Ability to communicate clearly and concisely both orally and in writing to analyze and interpret data, review materials on a variety of planning, economic development, and zoning issues, act as liaison with other government subdivisions and the Planning and Zoning Commission, review operating and financial statements and administrative reports, and respond to questions by members of the public, other department heads, elected officials and subordinates.
3. Ability to develop rules, policies, regulations, programs and budget for the department and to interview, select and evaluate staff.
4. Ability to work with diverse groups of people from a broad variety of social, economic, racial, ethnic and cultural backgrounds to resolve complaints, conflicts and problems with staff and the public.
5. Ability to move within the department and from department to department within the

City.

6. Ability to conduct research and to analyze complex financial, economic, planning and zoning issues.
7. Ability to administer the preparation and development of master plans, planning and engineering systems, and proposed legislation.

MINIMUM QUALIFICATIONS

1. Graduate of an accredited college or university with a Bachelor's Degree in regional or urban planning, business management, public administration, engineering or related field with a minimum of four years progressively more responsible experience in planning, public administration or related field, or a Master's Degree in specified area with at least two years experience as defined.
2. Knowledge of the physical, social and economic implications of planning, land use concepts, population projections, zoning and annexation problems.
3. Knowledge of federal, state, and municipal regulations and procedures governing planning and zoning issues.
4. Knowledge of economics and sociology as it pertains to planning.

5. Knowledge of state and federal programs relating to planning and local government.
6. Able to establish and maintain harmonious working relationships with subordinates, other government officials, and the general public.
7. Possession of or ability to obtain a valid Iowa Driver's License and a satisfactory driving record based on the City of Waterloo driving record point system.
8. Must submit to and successfully pass oral interview examinations.
9. Following a conditional offer of employment, the City of Waterloo reserves the right to require a physical examination by a physician of the City's choice, including a drug profile screen, to determine if an applicant is capable of performing the essential functions of this job classification.

WORK SCHEDULE

Will generally work Monday-Friday, 7:00 a.m. - 4:00 p.m. or 8:00 a.m. - 5:00 p.m. but must be available for City Council Meetings, Planning & Zoning Commission meetings or other department or City activities that require the attendance of the City Planner.

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