

PLANNER I COMMUNITY PLANNING & DEVELOPMENT

SALARY :
FLSA : **NON-EXEMPT**
CIVIL SERVICE : **INCLUDED**
BARGAINING UNIT : **AFSCME Local 1195**

GENERAL STATEMENT OF DUTIES

Performs a wide range of assignments relating to housing, neighborhood revitalization, economic development, zoning, subdivision of land, the physical development of the City including capital improvements programming and various sections of the master plan, county zoning and agricultural preservation. The work is performed under the general direction of the City Planner or the Community Development Director, but considerable leeway is granted for the exercise of independent judgment and initiative. May supervise temporary employees or interns.

EXAMPLES OF ESSENTIAL FUNCTIONS
(Illustrative Only)

These functions are considered essential for successful performance in this job classification.

In addition to daily operational responsibilities, each Planner I will be assigned to work any of the following:

Planning & Zoning

1. Reviews subdivision plans for conformity with principles of good planning and land use practices in adjacent developments for compliance with subdivision and zoning regulations.
2. Conducts field surveys to determine land use.
3. Develops zoning and planning studies.
4. Advises members of the public who are seeking information concerning planning and zoning questions.
5. Researches, writes and submits reports dealing with major planning and zoning issues.
6. Works with a vast array of Federal and State projects, agencies and grants including but not limited to Certified Local Government, National Register of Historic Places, Brownfields funding, transportation funding, State Transportation Improvements Plan, census data, Iowa Department of Economic Development, EPA and State Historic Preservation Office.
7. Provides assistance to the Planning, Programming & Zoning Commission, the Waterloo Board of Adjustment, the Highway 218 Design Review Board, the Complete Streets Advisory Committee, Main Street Board, Main Street Councils and the Historic Preservation

Commission.

8. Provides assistance to the Black Hawk County Planning & Zoning Commission and the Black Hawk County Board of Adjustment.
9. Coordinates and monitors issues and responds to inquiries involving salvage yards.
10. Assists with Administration of all aspects of the Brownfields grant and redevelopment program.
11. Assists with economic development activities and projects, including RISE or other grants, residential, commercial and industrial programs for City (TIF, CURA, CLURA, WHIP, etc.), State (WHP, HQJC, etc.,) and Federal (New Market) and other economic development programs.
12. Coordinates and administers the Bus Bench Program.
13. Coordinates and administers the Planning Department approval of alcohol licensing.

Community Development & Housing

1. Tracks and reports on Federal programs and develops housing planning studies.
2. Advises members of the public who are seeking information concerning neighborhood revitalization.
3. Researches, writes and submits reports dealing with major State and Federal assistance programs.
4. Provides assistance to the Community Development Board and the Waterloo Housing Authority.

Both Areas

1. Locates, selects and compiles basic data and prepares planning reports.
2. Prepares necessary maps, including utilization of Geographic Information System (GIS) software, line drawing charts, designs and layouts for City projects.
3. Assists in the collection, assembly, implementation and analysis of marketing data, strategies and plans.
4. Assists giving presentations on community planning projects.
5. Prepares grants for various outside funding entities.
6. Assists in the development and implementation of neighborhood planning initiatives.
7. Compiles reports, performs data entry and completes forms on personal computer using the applicable software, including Word, Excel and ArcGIS.
8. Works independently and with others with minimum supervision.
9. Attends work regularly at the designated place and time.
10. Performs all work duties and activities in accordance with City policies, procedures and City, OSHA and Community, Planning & Development safety rules and regulations.
11. Performs all other related duties as assigned.

REQUIRED KNOWLEDGE & ABILITIES

1. Knowledge of the principles and practices of planning and zoning, affordable housing and neighborhood revitalization including basic techniques of statistics and design.
2. Ability to plan, assist and occasionally supervise the work of others as it relates to planning principles and practices.
3. Ability to plan projects and prepare related designs, plans, maps and cost estimates.
4. Ability to present materials and information in good report form, complete forms and perform required record keeping.
5. Skilled in use of personal computer, cartographic

and drafting instruments and equipment, microfilm and general office equipment.

6. Ability to function with independent judgement and skills to plan, organize and implement activities of the Community Planning & Development Department.
7. Ability to communicate orally and in writing and to read, analyze, record and interpret complex technical data, review materials on a variety of projects, present facts and findings clearly and concisely, give advice and recommendations and respond to questions from the public, public officials and coworkers.
8. Ability to communicate effectively and maintain working relationships with other City employees, supervisors, public officials, other governmental subdivisions and agencies and the public.
9. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

ACCEPTABLE EXPERIENCE & TRAINING

1. Graduate of an accredited college or university with a Bachelor's Degree in urban planning, geography or related field (will accept candidates who have not yet completed their degree, but degree must be completed prior to hire); prefer minimum one year of experience in planning, housing, landscape architecture or related field.

OR

- Any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform the work.
2. If operating a City vehicle must have an Iowa Driver's License and good driving record based on the City of Waterloo driver performance criteria. A candidate with any of the following will be eliminated from operating a City vehicle: loss of license for any reason during the period of candidacy for employment, if the candidate remains without a valid, current license for the position when the City issues an offer of employment; loss of license, plea of guilty, plea of no contest or its equivalent or conviction for OWI, reckless driving or other major moving violation within the previous five years; four or more citations for moving violations within the previous three-year period, excluding speeding violations of 10 mph or less over the posted speed limit; three or more citations for moving violations within the previous one-year period. After appointment to the position, disciplinary action or loss of driving privileges with a City

vehicle may be reviewed for the following: four or more moving violations within the previous three years, three or more moving violations within the previous one year or loss of license or conviction for OWI, reckless driving or other major moving violation within the previous five years; two or more at-fault accidents within a three-year period while driving on City business; a combination of three or more at-fault accidents within a three year period. Applicant's driving record will be reviewed prior to an offer of employment.

ESSENTIAL PHYSICAL ABILITIES

The following physical abilities are required with or without accommodation:

1. Sufficient speech and hearing that permits the employee to respond to questions from the public, public officials and coworkers in person or on the telephone, and make oral presentations.
2. Sufficient personal mobility that permits the employee to safely operate a passenger vehicle, travel inside and outside in all weather, review development sites for rezoning or rehabilitation and attend meetings.
3. Sufficient vision and manual dexterity that permits the employee to operate a personal computer, use cartographic and drafting instruments, review plans and development or rehabilitation sites, handle files and perform other administrative and technical duties.

MISCELLANEOUS

1. The City of Waterloo reserves the right to require a physical examination, including a drug test, by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of the job classification.
2. The City of Waterloo will conduct a background investigation including employment and criminal history checks on any applicant being considered for this position.
3. Must submit to and pass Civil Service examination procedures including an oral interview.

WORK SCHEDULE

Generally 8:00 a.m. to 5:00 p.m. Monday through Friday with a one hour unpaid lunch although schedule may need to be adjusted based on meeting schedule. Must also be available for department or City activities or meetings that require the attendance of the Planner I. May be significant number of evening meetings. Limited overtime.

PLANNER I DESCRIPTION 16 January 2016