

PLANNER II

DEPARTMENT : **COMMUNITY PLANNING & DEVELOPMENT**
SALARY :
FLSA : **EXEMPT**
CIVIL SERVICE : **INCLUDED**
BARGAINING UNIT : **AFSCME, Local 1195**

GENERAL STATEMENT OF DUTIES

Assists in overseeing the administrative and technical aspects of City and Black Hawk County planning and zoning, neighborhood revitalization, economic development, physical development of the City and capital improvements programming. The work is performed under the supervision of the City Planner but considerable leeway is granted for the exercise of independent judgment and initiative. Assists in coordinating and monitoring daily work and special projects assigned to Associate Planners and 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 II will be assigned specific responsibilities within the following:

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| <ol style="list-style-type: none">1. Assembles data and prepares final draft for the Planning Commission's annual report and Capital Improvements Program.2. Administers the Capital Improvements Program.3. Administers the Flood Plain Management Program.4. Administers all aspects of the Black Hawk County zoning program and attends all appropriate meetings.5. Responsible for various Boards and Commissions including agendas and packets, attending all related meetings, advising Boards and Commissions and responding to citizen questions.6. Coordinates and monitors issues and responds to inquiries involving salvage yards.7. Monitors activities subject to Subdivision Ordinance and responds to related questions from developers and citizens. | <ol style="list-style-type: none">8. Coordinates and administers all aspects of the Brownfields grant program, redevelopment, acquisitions and quarterly reports.9. Monitors and coordinates Chamberlain and Construction Machinery property cleanup and revitalization or other similar projects as assigned.10. Coordinates sale of other City-acquired properties.11. Coordinates, reviews and 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.), Federal (New Market) and other economic development programs.12. Coordinates and monitors 657A subcommittee activities (dilapidated housing/nuisance abatement process).13. Coordinates a business contact and visitation program and business marketing program.14. Responsible for acquisition and sale of City property as needed for City projects.15. Represents the City of Waterloo as liaison with other partnering entities, such as Main Street Boards and Councils, GCVA, WDA, WDC, etc. |
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Additional Job Assignments

1. Administers municipal subdivision and zoning ordinance and land use plan.
2. Reviews subdivision plans, conducts field surveys for land use planning and develops planning and zoning studies.
3. Researches planning and zoning issues and prepares agendas, maps, charts, designs and reports for review by the City Planner and Planning Commission.
4. Responds orally and in writing to questions from the public concerning planning and zoning issues.
5. Develops and delivers presentations concerning proposed planning projects, attends meetings, conferences and workshops.
6. Plans, organizes, directs and reviews work activities of other professional and technical personnel.
7. Compiles statistics, performs data entry and completes forms, work drawings and sketches on personal computer using the applicable software.
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, Community Planning & Development and OSHA policies, procedures, rules, regulations and safety practices.
11. Performs all other related duties as assigned.

REQUIRED KNOWLEDGE & ABILITIES

1. Comprehensive knowledge of the administrative and technical aspects of urban planning and zoning issues.
2. Comprehensive knowledge of principles and practices of planning including basic

techniques of statistics, economics and sociology.

3. Comprehensive knowledge of City of Waterloo and Black Hawk County planning, zoning and related ordinances, rules and regulations.
4. Comprehensive knowledge of Federal and State laws and regulations related to application for and use of Federal planning grants.
5. Ability to present technical information to the public in a clear, concise and easily understandable manner.
6. Ability to read and prepare working drawings and sketches by hand and computer.
7. Ability to communicate effectively and maintain working relationships with other City employees and supervisory personnel, elected officials, members of the Planning Commission, the Board of Adjustment and the public.
8. Ability to prepare accurate and reliable reports containing findings, conclusions and recommendations on long-range planning issues.
9. Ability to coordinate, plan and review the work of professional and technical personnel.
10. Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities.
11. Ability to prepare annual work programs and budgets.
12. 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.

2. Minimum three years experience in urban or regional planning

OR

Any equivalent combination of experience or training which provides the knowledge, skills and abilities necessary to perform the work.

ESSENTIAL PHYSICAL ABILITIES

The following physical abilities are required with or without accommodation.

1. Sufficient clarity of speech and hearing that permits the employee to communicate effectively in person and by telephone.
2. Sufficient vision and manual dexterity that permits the employee to operate office equipment, personal computer, cartographic and drafting instruments and other planning equipment.
3. Sufficient personal mobility that permits the employee to visit other work and development sites, inside and outdoors, attend meetings and meet with the public at a variety of locations.

MISCELLANEOUS

1. If driving a City vehicle, must have a current Iowa Driver's License and good driving record based on the City of Waterloo driver performance criteria.
2. Required to submit to Civil Service examination procedures including a panel interview.

WORK SCHEDULE

Generally 8:00 a.m. to 5:00 p.m. Monday through Friday with one hour unpaid lunch. Must also be available outside these hours for department or City activities or meetings that require the attendance of the Planner II.

PLANNER II PROMO DESCRIPTION 16 January 2016