**City of Rock Springs**

**Job Description**

**POSITION TITLE:** City Planner  **DEPARTMENT:** Public Services

**SUPERVISOR:** Public Services Director

**GENERAL:**

The employee will support the City of Rock Springs mission *“To provide all individuals, through the combined efforts of city government and the people it serves, an effective, efficient and productive form of government, while promoting an enhanced quality of life, open communications and economic growth”.*

The employee will demonstrate the ability to manage time, maintain a safe and clean environment; practice confidentiality; treat all persons with respect and professional courtesy; accept change; accept and provide constructive feedback; and work as a team player. The employee must also demonstrate the competencies for their position, and adhere to policies and procedures of their department and The City of Rock Springs.

# JOB SUMMARY:

Under administrative direction, to perform a variety of professional and technical duties in the fields of current and advanced planning; to provide information and assistance to developers, the business community, and the public on planning, zoning, subdivision, floodplain, land use, permits and development related matters; to supervise nuisance and zoning inspections; and to provide high technical support to the Director of Public Services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**SUPERVISION EXERCISED**

Performs a variety of duties including, but not limited to:

1. Exercises direct supervision over department staff for all daily operations and projects.
2. Compile information for a variety of studies and reports; conduct office and field research of residential and commercial designs, land use, subdivision, floodplain, environmental, and zoning issues; research, collect, record, analyze, interpret, and summarize social, economic, population and land use data and trends; develop recommendations and prepare written reports on various planning matters and elements of the master plan.
3. Develop and update long-range master plan and its elements for the community.
4. Review and analyze survey data and formulate recommendations in regard to zoning applications, new subdivisions, site developments, annexation areas, and other planning issues or programs.
5. Work on special projects, such as downtown redevelopment, as assigned.
6. Review proposed capital improvement projects.
7. Conduct a variety of research projects such as economic and population studies.
8. Serve as Secretary for the City Planning and Zoning Commission; advise the Commission, Mayor, and City Council on matters pertaining to planning and land use.
9. Administer the City’s Floodplain Ordinance.
10. Serve as Secretary for the Rock Springs Board of Adjustment.
11. Prepare staff reports for various committees and advisory boards as directed; prepare research, reports, and maps; provide oral presentations to public boards, committees, and commissions.
12. Participate in application submittals and permit reviews; review commercial, industrial and residential development proposals, plans, and applications for compliance with appropriate codes, regulations, ordinances, and policies; inspect properties and structures for compliance with current City zoning codes and regulations; identify corrective actions to be taken by owner; recommend improvement and rehabilitation programs; conduct follow-up inspections and rechecks as required; process applications for subdivisions, zoning, land use changes, and other zoning-related application.
13. Review and evaluate site plans and specifications to ensure compliance with applicable zoning codes and ordinances; confer with engineering and inspection staff concerning specific requirements and regulations.
14. Confer with and advise architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards; provide and clarify information relative to zoning, master plan compliance, and other issues; work with business owners and home owners on zoning code enforcement issues.
15. Conduct studies and needs assessments for the development of programs to address significant development issues.
16. Participate in coordinating City and County planning and development related activities with other City and County departments and with outside agencies; represent the Department at committee meetings as assigned.
17. Research and prepare City plans, projects, codes, and ordinances for review.
18. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of current and advanced planning.
19. Other duties as assigned.

**ABILITIES AND REQUIREMENTS**

1. Knowledge of and ability to research principles and practices of current and advanced urban, regional, land use planning and zoning.
2. Knowledge of and ability to research recent development, current literature, and sources of information related to planning and zoning, to include, but not limited to, current social, political and economic trends.
3. Knowledge of general principles of design review and ability to read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
4. Ability to research, comprehend and apply pertinent Federal, State, and local laws, codes, and regulations including those governing general plans, environmental matters, design, zoning, and land use.
5. Knowledge and skill to effectively utilize modern office methods, practices, procedures and equipment, including computer hardware and software necessary for graphic presentation, mapping, and database management.
6. Methods and techniques of effective technical report preparation and presentation.
7. Ability to ensure safe driving principles and practices.
8. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
9. Analyze site design, terrain constraints, circulation, land use compatibility, utilities, and other urban services.
10. Ability to interpret, apply and enforce the policies, procedures, laws, codes, ordinances and regulations pertaining to assigned programs and functions effectively and tactfully.
11. Conduct thorough investigations and research, collect, compile, and analyze information and data and prepare clear and concise reports.
12. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work including, but not limited to employees, contractors and the general public.
13. Ability to communicate clearly and effectively, both orally and in writing, with staff and the general public.

**EXPERIENCE AND TRAINING**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

 **Experience:**

 Five years of urban and regional planning experience.

 **Education:**

 Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban or regional planning, environmental planning, public or business administra­tion, or a related field.

 **License or Certificate:**

 Possession of, or ability to obtain within 3 years, certification from the American Institute of Certified Planners as a Certified Planner.

Possession of, or ability to obtain within 3 years, certification from the Association of State Floodplain Managers as a Certified Floodplain Manager.

Possession of, or ability to obtain, an appropriate, valid driver's license.

**PHYSICAL DEMANDS**

*Essential duties require the following physical skills and work environment:*

 Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 50 lbs., exposure to cold, heat, noise, outdoors, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

**ACKNOWLEDGEMENT:**

I certify I have received, read, and understand my job description and am aware that my performance evaluation is based on carrying out the requirements of this job description.

Signature of Employee Date

Signature of Supervisor Date

Effective Date:November 1, 2000

Revised: April 2, 2013