

# Olivette

*...in the center of it all*

## JOB DESCRIPTION

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**POSITION TITLE:** Senior Planner

**REPORTS TO:** Director of Community Development

**FLSA STATUS:** Non-Exempt

**STATUS:** Regular Full-Time

**GRADE:**

**HOURS OF WORK:**

Primarily regular dayshift office hours with some evening and weekend work as needed.

**GENERAL PURPOSE:**

This position will collaborate with a team of dedicated planning and building officials committed to maintaining a high standard of living and quality of life through orderly development and safe construction. The work involves:

- Familiarity with land development regulations, with the ability to assess their effectiveness, impacts, and efficiencies in achieving community goals as it relates to improving quality-of-life.
- Engaging input from various perspectives (including but not limited to residents, neighbors, developers, city staff members, policy officials, etc.) in evaluating impact of land use regulations.
- Assisting Director in collaborating and building consensus with various planning boards and commissions in defining, implementing and furthering the City's mission.
- Knowledge of geospatial applications as a means to improve: delivery of government services and planning and research functions.

To perform this position successfully, an individual must be able to perform multiple tasks simultaneously and satisfactorily. The requirements listed in the document are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SUPERVISION EXERCISED:**

Employee does not exercise any supervisory responsibilities.

Employee works under the general direction of the Director of Planning and Community Development, planning and performing work in accordance with standard practices and previous training.

**JOB ENVIRONMENT:**

Employee has substantial responsibility and independence performing work activities, including determining work methods.

The work requires examining, analyzing and evaluating facts and circumstances surrounding inquiries related to the land use activities, and determining compliance with codes and regulations, and applicable state and federal laws. Work is performed under policies, practices and precedents which may be complex or conflicting, at times. Employee uses judgment to analyze specific situations and determine appropriate actions.

The position has frequent contact with the public, consultants, and developers to provide information and answer inquiries regarding planning and development issues. Other contacts are with engineers, attorneys, consultants, local businesses and organizations, non-profit organizations, other governmental agencies, other city departments, local boards, committees and organizations. The purpose for contact is to exchange information, coordinate and facilitate projects, and resolve problems. Contacts are usually made in writing, in person, via e-mail, and on the telephone. Errors can result in adverse public relations, a delay or loss of service, monetary loss, and/or legal repercussions.

Presentations are routinely conducted to both small and large groups. Employee must be able to balance self-assertive oral and presentation skills, exhibit empathetic listening skills, and consider and respond-to other points of view and opinions.

Employee constantly collaborates and coordinates between various departments to further the goals of the City's Comprehensive Plan, to utilize the City's geospatial resources, and to implement best planning practices in everyday activities.

Technical and policy problems or changes in procedures are discussed with the supervisor. The supervisor reviews recommendations and determinations prepared by the employee for accuracy and appropriateness.

Employee has access to confidential information of the department concerning development projects.

Employee is required to work outside of normal business hours as required to perform position duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to, or extension of, the position.*

1. Informs various groups, including residents, contractors, developers, or other staff members, of the City's adopted land use regulations, codes, plans, and best practices.
2. Assist in administering City's codes related to land use development including responding to inquiries, reviewing various development applications and petitions, inspecting sites, interpreting and explaining codes, investigating code complaints, and initiating appropriate action for non-compliance. Includes providing written and oral recommendations for approval/denial to the City's planning commission, Board of Adjustment, and City Council.
3. Coordinates with the Department's Building Division as it relates to conformity with the City's Zoning Regulations, assessing and mediating stormwater impacts, and ensuring compliance with any imposed conditions and approvals.
4. Coordinates with other departments on managing and use of the City's geospatial resources. This includes engaging other departments on identifying geospatial opportunities, utilizing existing geospatial resources for analysis and potential service efficiencies, and maintaining and standardizing geospatial maps and data gathering.
5. Assist office visitors and callers as needed, receiving inquiries, researching records and policies, and providing information.
6. Ability to develop, codify, interpret, and implement rules, regulations, and policies impacting land use development and activities.
7. Maintain current knowledge of planning trends and activities in other communities.
8. Ability to work with diverse interest groups.
9. Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

Three (3) years of professional experience with urban planning principles in the areas of land use, zoning and development review. Thorough knowledge of municipal codes and ordinances, public policies and legal requirements of land use planning.

Graduation from an accredited college or university with preference given to major course work in the fields of planning, community development or other closely related field.

Knowledge of architectural terms and basic principles. Ability to read and interpret architectural drawings and construction plans.

Knowledge of landscape terms and basic principles. Ability to read and assess landscape plans and drawings. Familiarity with common plant species, especially those native to Missouri.

Knowledge of engineering terms and basic principles, particularly those related to Civil Engineering. Ability to read, interpret, and assess plans including surveys, topographic maps, and stormwater improvements.

Knowledge of geospatial data and information. Ability to use of geographic information systems and related software applications to increase efficiencies for data use and management, raise proficiencies in information and data analysis and interpretation that aligns with City Council and departmental goals.

Skill in the preparation of written reports and competency in communications with public is essential.

Ability to effectively communicate orally and in writing with co-workers, other city departments, Planning and Community Development Commission, City Council, Board of Adjustment and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Experience developing, writing, and explaining code amendments.

Must possess the ability to work well with co-workers and desire to work in a team atmosphere.

Thorough knowledge and ability to make practical application of state and local ordinances related to development.

Working knowledge of Standard English grammar, spelling and punctuation, and ability to maintain accurate records, prepare detailed reports, and properly operate office equipment, including computer, printer, typewriter, calculator, copier, fax machine, transcriber, cameras, video recorder and telephone.

Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.

Ability to work independently with minimum supervision often under time pressure.

Ability to work extended hours and attend night meetings.

Possession of a valid driver's license and demonstrate a safe driving record.

#### **TOOLS AND EQUIPMENT USED:**

Computer, various cloud-based business management software, including Microsoft 365 and associated office apps, ESRI ArcGIS, GovSense land management modules and other programs, Adobe Acrobat, and other basic office equipment.

#### **PHYSICAL DEMANDS:**

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to operate, finger, handle, or feel objects, tools, or controls and reach with hands and arms.

The employee must frequently lift and or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### **MISCELLANEOUS:**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The Omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Regardless of any provision above, the employee remains an employee at-will as that term has been defined under the laws of the State of Missouri.