Farmington City

Job Description

Title:	Assistant City Planner	**Code:**	
Division:	Administration	**Effective Date:**	12/2006
Department:	Community Development	**Last Revised:**	**08/2013**

GENERAL PURPOSE

Specializes in short range planning as assigned an may assist in long-range planning as assigned; performs a variety of entry level professional and technical duties related to implementing department work plans and programs and monitoring community compliance with established planning, zoning, and development ordinances.

SUPERVISION RECEIVED

Works under the general supervision of the Community Development Director.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Reviews commercial and residential development proposals including site plans, subdivisions, sign plans, and building permits to assure compliance with city zoning ordinances and development standards; provides signature approval for compliance, denies issuance of permits for non-compliance; cooperates with builders and developers and assists by identifying actions needed to secure compliance; conducts Development Review Committee (DRC) meetings, and tracks applications through the development process.

Prepares staff reports for Planning Commission meetings and Board of Adjustment; presents findings and answers questions regarding agenda items.

Meets with the general public to discuss planning, zoning, and development issues; assists the public to define concerns and presents public questions to management; follows up with public to apprise of city policy and decisions.

Prepares proposals in draft form for amendments to the zoning ordinance, subdivision ordinance, other, documents, ordinances or policy governing local planning, zoning, and development.

Conducts feasibility studies; prepares a variety of reports related to project progress; reviews and updates ordinances affecting planning, zoning, signing, development and related departmental areas as assigned; assists in coordination of projects with other departments or governmental agencies; may oversee issuance of sign permits.

Prepares and updates various land use and planning maps; operates computer to generate computerized maps; utilizes computer to conduct various research and solve planning problems; assists in maintaining effective software.

Conducts research on issues, policies, and concepts pertaining to planning, zoning, and community development; presents findings to the Planning Commission/Board of Adjustment and/or City Council; prepares and presents written reports and recommendations in response to public requests for zoning applications and various ordinance changes.

Carry's out field inspections of completed commercial, multi-family and residential development to further verify compliance; issues signature approval for final certificates of occupancy; initiates sanctions for non-compliance.

Monitors community adherence to established ordinances and serves as a code enforcement officer for issues related to signing, noise control, land use, public nuisance, home occupation, business licensing, etc.; posts public notices as needed.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

   A. Graduation from college with a bachelor's degree in urban planning, community development, public administration or a closely related field;

   AND

   B. Two (2) years of progressively responsible work experience related to the above duties and responsibilities;

   OR

   C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

   Working knowledge of legal system and procedures affecting planning, zoning and related operations of the City; principles and practices related to local government planning and zoning, economics, sociology and community organization as applied to urban planning; planning and zoning and subdivision law, theory and application; the relationship between factors affecting urban planning policy, such as economic, political, sociological, legal, etc.; local government structure and operations, including the budgetary procedures and fiscal management; research methodology, statistical analysis and evaluation of research data; land use, zoning, federal, state, and local laws; interpersonal communication skills.

   Working skill in the art of diplomacy and cooperative problem solving.

   Ability to interpret ordinances accurately and effectively; enforce regulations with fairness, tact, and impartiality; communicate effectively verbally and in writing; prepare and present technical reports; operate personal computer and various applications; performs mathematical calculations; develop and maintain effective working relationships with elected officials, federal agencies; state agencies, local governments, and the public.

3. Special Qualifications:

None.

4. Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, and minor lifting, etc. Talking, hearing and seeing required in the daily performance of job duties. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving. Frequent local area travel required in the normal course of performing job duties.

HIRING POLICIES

Farmington City is an Equal Opportunity Employer. Farmington City will not base its hiring decisions on non-meritorious factors such as race, color, national origin, sex, religion, or age. Farmington City will not refuse to hire a disabled individual who is capable of performing the essential requirements of the position with reasonable accommodations when they do not create an undue hardship.

Any applicant who is chosen as the top candidate for the position will be required to submit a physical examination to determine if he/she is able to perform job-related functions. Hiring is also conditioned upon submission to and successfully passing of a blood and urine test to screen for the presence of drugs and alcohol.