

POSITION DESCRIPTION

Title: Planning & Zoning Administrator
Department: Administration
Date: February 2018

Union: None
Location: City Hall

Signed: City Manager

GENERAL PURPOSE

Provides a variety of routine and complex analytical, clerical, administrative, planning and zoning work in the administration of the City government. Collects and analyzes data, implements the goals of the master plan, prepares, implements zoning compliance and other land use controls, understands the preparation and administration of grant applications including Community Development Block Grants (CDBG). Provides a variety of routine and complex analytical, clerical, administrative, planning, and zoning work in the administration of the city government. Serves as the Planning and Zoning Administrator. Provides responsible administrative support to the City Manager, Planning Commission, Zoning Board of Appeals, and City staff. Assistance in Economic Development.

SUPERVISION RECEIVED

Under the direct supervision of the City Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates activities with other department and agencies as needed.

Administers all zoning applications as the Zoning Administrator. Answers citizen questions pertaining to zoning.

Prepares meeting agendas for the Planning Commission and Zoning Board of Appeals. Serves as secretary of the Zoning Board of Appeals, and serves as advisor to the Planning Commission. Attends Planning Commission and Zoning Board of Appeals meetings. May also attend City Council meetings. Serves as the Planning Commission Secretary.

Works on a variety of Planning Commission related initiatives that may involve but are not limited to economic development, recreation planning and strategic plans.

Prepares a variety of studies, reports and related information for decision making purposes; conducts research analysis, and prepares recommendations regarding proposals for programs and grants.

Assists in the development of economic planning and development goals of City, including serving as the point-person of the Downtown Development Authority.

Communicates official plans, policies, and procedures, makes presentations to boards, commissions as assigned.

PERIPHERAL DUTIES

Attends seminars and workshops related to administrative duties and responsibilities.

Performs other duties as required.

EMPLOYMENT QUALIFICATIONS

Education: BA or BS, Planning, Urban Planning, Public Administration, or equivalent

Experience: Three years appropriate experience required; an advanced degree may be substituted for up to two years of experience