

CITY of NEWCASTLE

Job Title: Planner I **Department:** Community Development

Supervisor: Community Development Director **Positions Supervised:** N/A

Salary Grade: Non-Exempt

Full Time **Part Time** **Exempt** **Non-Exempt**

Job Description:

(Implemented 2019)

GENERAL SUMMARY

Under general supervision, the Level I Planner performs professional-level planning work involving research, analysis, and technical assistance on a variety of projects. Expected to perform in the following functional areas: planning and zoning review, subdivision review, permit plans review, and long-term and short-term planning.

CHAIN of COMMAND: Community Development Director, Assistant City Manager, City Manager

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

Responsibilities can vary by assignment and may include conducting preliminary and final plat review; reviewing development proposals for consistency with adopted regulations and standards; providing staff support and reports to various boards, committees, and to City Council; conducting technical research, analyzing data, evaluating findings, identifying significant issues, determining alternative options, and developing staff recommendations;

Responsibilities will also include conferring with developers, engineers, architects, other City staff members, outside agencies, and the general public to acquire information and coordinate planning issues, apply codes, laws, standards, and regulations to ensure applications and development are following, and are in compliance with the City’s ordinances and development standards.

- Attend Planning Commission meetings and other meetings, as necessary, to keep abreast of actions affecting the Community Development Department; may present information or recommendations for consideration.
- Review developments to ensure compliance -with long term planning objectives and zoning regulations; read and interpret plans and specifications to determine

compliance with applicable codes; inspect sites of potential developments or construction; identify problems and recommend solutions.

- When requested, participate on a variety of staff committees and task forces; attend and participate in professional groups and committees; represent the City at various civic functions involving neighborhood associations and other groups, as appropriate. Attend training, workshops, and conferences to stay abreast of modern advancements in municipal planning.
- Perform related duties as assigned.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Graduation from an accredited college or university with a bachelor's degree in Planning, Urban Studies, Geography, Architecture, Engineering, or related field. Master's degree preferred.
- AICP certification. Master's degree may substitute for AICP certification.

CERTIFICATIONS, LICENSES (minimum requirements)

- None: AICP certificate preferred

CONDITIONS OF EMPLOYMENT (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Comprehends and makes inferences from City codes, plans, studies, capital programs, development standards, and guidelines to explain which affects the development proposal or plan. Recalls information about City planning codes, development standards, and policy documents in order to provide timely answers when several citizens are awaiting information at the same time. Coordinates with the various units and departments in the implementation and enforcement of municipal and development regulations. Reviews building plans for compliance with municipal land development regulations. Participates in the revision and development of new planning procedures and ordinances. Reviews and makes recommendations to the Community Development Director regarding requests for administrative waivers of the City's ordinance regulations. Assists in developing various planning projects such as general plan updates, neighborhood plans, capital improvement programs, etc. Assists in the collection, development, and distribution of demographic information, computer databases, and statistical reports.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

Works in a normal office environment where there are little to no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt, etc. Occasionally performs fieldwork outdoors.

Office hours are generally 8:00 a.m. to 5:00 p.m. Monday through Friday. Attendance to after-hours public meetings [such as Planning Commission and City Council] may be required.

The duties listed above are a general illustrations of the various duties that may be performed. Duties not included does not exclude them from the position if the work is similar or related to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Requires professional level of knowledge in Planning and Public Administration.
- Administrative principles and practices, including goal setting and program development and implementation.
- Grant application & administration.
- Applicable state, federal and local laws, rules and regulations.
- Methods and techniques of research, statistical analysis and report presentation.
- Principles and practices of city planning, zoning, and development process.
- Knowledge and experience working with Geographic Information Systems (GIS) is highly desirable. Internet and/or web page development is desirable.
- Knowledge of State Statutes regarding planning is desirable.
- Ability to communicate effectively in written and oral form, with applicants, contractors, developers, real estate and design professionals, business owners, and the general public to provide information and respond to questions about the City's development codes such as: design guidelines, Zoning, Sign regulations, and Subdivision regulations; and state laws pertaining to planning statutes.
- Ability to interpret and explain the City policy, Code requirements, and development standards for the requested development use, as well as public hearing requirements and procedures.
- Ability to recommend changes to proposed developments in order to ensure compliance with city ordinance. Attends neighborhood participation meetings on an as needed basis.
- Ability to read and interpret site plans, plats, civil drawings, architectural drawings, land surveys, building elevations, legal descriptions, and policy documents in order to process planning case requests, construction documents, neighborhood plans, sub area plans, specifications, and use permits.
- Ability to use engineering and architectural scales to measure drawings in order to determine property dimensions and location and to measure distances to determine the

accuracy of construction documents, correctness of subdivision plats, and to calculate acreage.

- Ability to collaborate with other personnel in the collection and analysis of data.
- Ability to facilitate meetings and give public presentations.
- Skilled in producing professional quality staff reports and written documents in order to explain which codes, policies, and planning principles should apply to the consideration of a specific case request.
- Skilled in the use of a personal computer (PC) and operating a variety of standard office equipment.
- Skilled in the use of various software products including, but not limited to: Microsoft Office Suite, ARCGIS, EnerGov, Incode 10.

Skill in:

- Surveying land, site planning and neighborhood design.
- Read and interpret blueprints and development proposals.
- Analytical abilities are required to integrate and interpret data from various sources and to plan, develop and implement responsible strategies.
- Interpersonal skills necessary to effectively interact with internal staff, citizens, contractors, and government agencies in such areas as supervising project work to insure compliance with design specifications and codes; responding to citizens and developers questions regarding zoning and subdivision concerns; consulting with builders and developers in reviewing plans for development.
- Preparing clear and concise reports, correspondence and other written materials. Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Communicating clearly and effectively both orally and in writing.