

**CITY OF STILLWATER
JOB DESCRIPTION**

TITLE: Planner Progression	DEPARTMENT: Community Development
RANGE: 43/50	DIVISION: Planning
EFFECTIVE DATE: 01/2019	REVISION DATE: 1/2022

APPROVALS

 Department Head	 Human Resources	 City Manager
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PURPOSE OF POSITION:

Provide a variety of professional and technical planning services; formulate alternative solutions and recommendations for development applications; prepare special studies, reports, and master planning documents; prepare maps; conduct analysis of data; prepare and present City position on land development projects. This position reports to the Community Development Director.

ESSENTIAL JOB FUNCTIONS:

- Serve as a point of contact for land use applications including those that are generally more complex or larger in scale than those typically routine in nature.
- Review commercial use-by-right applications for planning compliance.
- Ensure land use applications are processed in a timely manner.
- Coordinate the review of applications with other departments.
- Maintain project files and provide closed files for cataloging and filing.
- Provide information, professional technical advice, and assistance to City departments, development applicants, property owners, and the general public on planning and development issues.
- Prepare and/or present reports to the boards and commissions.
- Inspect building project sites for compliance with planning requirements prior to issuance of certificate of occupancy.
- Respond to general inquiries, complaints, and requests related to planning and land development.
- Develop and prepare special planning and development related studies and projects, including data collections and analysis.
- Serve as the project manager for long-range and master planning activities, studies, reports, and plans for the future development and guidance of the City.
- Research, analyze, and interpret social, economic, and land use data and trends related to land use applications or current/future development patterns and trends.
- Effectively and positively address important community planning issues with the public and private stakeholders.
- Participate in establishment and documentation of appropriate processes and procedures for implementation of departmental and divisional goals and objectives.
- Make recommendations and draft proposed language to create or amend ordinances and/or administrative policies and procedures.
- Survey target populations and potential sites to plan projects, facilities, and structures in accordance with the needs of the public.

- Assist with the coordination of volunteers, community service groups, special interest groups, and the general public for information meetings or for working projects.
- Perform other duties as assigned.

EDUCATION, TRAINING & EXPERIENCE REQUIRED:

Associate Planner

- Bachelor's degree in urban or community or regional planning, geography, public administration, architecture, landscape architecture, or related field.
- Three years of experience in professional planning in a municipal planning agency; a Master's degree in urban planning or related field may be substituted for one year of experience.

Senior Planner

- Bachelor's degree in urban or community or regional planning, geography, public administration, architecture, landscape architecture or related field.
- Eight years of experience in professional planning in a municipal planning agency that includes current planning, long-range and master planning; a Master's degree in urban planning or related field may be substituted for one year of experience.

SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED:

- Valid driver's license. Must obtain Oklahoma driver's license within thirty days of hire.
- Senior Planner requires AICP certification.

SKILLS, KNOWLEDGE & ABILITIES REQUIRED:

- General knowledge of Federal, State, and Local laws and regulations pertaining to planning and development.
- Knowledge of land identification, legal description use, and courthouse land records.
- Proficiency in computer aided map production and geographic information systems.
- Knowledge of demographics, census data and the ability to customize data to specific needs.
- Ability to facilitate conversations to gather ideas and preferences.

PHYSICAL/MENTAL REQUIREMENTS:

- Must possess mental acuity for attention to detail and accuracy and numerical ability required for preparation of various reports.
- Must be able to communicate clearly and concisely.
- Ability to work efficiently under stressful conditions.

ENVIRONMENTAL & SAFETY CONCERNS:

- Possible exposure to irate individuals.
- General office safety procedures need to be followed.

JOB LOCATION:

- Work will be performed primarily indoors in an office setting.

Employee Signature: _____

Date: _____