



**APPLICATIONS ACCEPTED UNTIL FILLED**

**ASSOCIATE CURRENT PLANNER – COMMUNITY DEVELOPMENT**

**Starting Salary Range: \$47,447-\$50,239/YR. w/Benefits**

**GENERAL DESCRIPTION OF POSITION**

The incumbent performs technical and professional work associated with the functions of the City's Current Planning Division.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Assists the Current Planning Manager in reviewing development plans for the City.
2. Reviews and processes zoning, short form plats, preliminary plat, and final plat applications for completeness, including collection and calculation of data for compliance with zoning and subdivision regulations.
3. Reviews and processes Board of Adjustment applications.
4. Writes staff reports, prepares maps (both manually and utilizing computer assisted drafting software), attaches documentation for review and forwarding to the Current Planning Manager. Makes recommendation to the Supervisor and/or Developer, applicant.
5. Drives to project or land-use site to visually ascertain site conditions and characteristics.
6. Prepares power point slides, sketches, land use maps, aerial photos, and other related maps for agenda item presentation.
7. Evaluates and enforces codes and regulations concerning zoning, building permits, subdivision regulations, certificate of occupancies, landscaping requirements, and other activities related to the Development Services Department.
8. Prepares land development plans from surveys and other information.
9. Reviews building permits for compliance with the City codes.
10. Assists in the preparation of agenda items for Planning Commission, Airport Zoning Commission, Board of Adjustment, City Council and forwards to Current Planning Manager and Development Services Director to review for completeness and accuracy prior to meetings.
11. Attends Board of Adjustment, Planning Commission, Airport Zoning Commission and other related Boards or Commissions. Presents cases at these meetings for Board and Commission discussion and consideration.
12. Corresponds with citizens, developers, firms and public officials to provide information regarding zoning, subdivision and code regulations.
13. Assigns addresses to locations and informs proper offices.
14. Works with applicants/developers to obtain right-of-way and easement documents for various projects.
15. Assists in surveying activities as necessary.
16. Drafts and maintains zoning atlas, zoning maps, plat books, land use maps, Board of Adjustment atlas, short form plat atlas.
17. Makes field inspections on applications for Certificates of Occupancy. Verifies zoning, code and building permit requirements prior to issuance of final Certificate of Occupancy. Discusses remaining requirements with applicant if final Certificate of Occupancy is not approved.
18. Makes yearly field inspections on landscaping of businesses to verify the trees and shrubs are in good condition. Contacts the property owner to replace any trees or shrubs that have died.

19. Makes yearly inspections with the Fire Department on Child Care Centers prior to renewal of their licenses.
20. Files and catalogues blueprints.
21. Attends department meetings and provides input regarding the development or updating of zoning and subdivision codes.
22. Calls and attends meetings with other City department members for the purpose of reviewing and commenting on a variety of proposed developments throughout the City.
23. Researches County records (generally on-line) to determine the ownership of certain properties within the city.
24. Perform any other related duties as required or assigned.

### **COMMUNICATION SKILLS**

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane, algebra, solid geometry and trigonometry.

### **MENTAL DEMAND**

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

### **ANALYTICAL ABILITY / PROBLEM SOLVING**

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

### **PUBLIC CONTACT**

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

### **EMPLOYEE CONTACT**

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

### **WORKING CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking; and occasional pushing, carrying, or lifting. The noise level in the work environment is usually moderate.

## **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations. Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making. While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel, talk or hear; frequently required to sit, reach with hands and arms; and occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; and color vision.

## **EDUCATION AND EXPERIENCE**

Masters Degree in planning or related field required, or Bachelor's Degree in planning or closely related field with at least two (2) years of municipal planning experience in zoning and development review; or, at least six (6) years of municipal planning experience working in zoning and development review; or, technical degree required in such disciplines as Computer Engineering, CPA, etc, plus 3 years related experience and/or training, or equivalent combination of education and experience. Intermediate: Spreadsheet, Word Processing/Typing Basic: 10-Key, Alphanumeric Data Entry Certification from the American Institute of Certified Planners is preferred or obtained within five (5) years of appointment. Must have a valid Oklahoma drivers license and be insurable.

## **ADDITIONAL INFORMATION**

The nature of the work demands technical and professional skills acquired prior to assuming the job. Tasks are done according to a standardized procedure and must be coordinated with a variety of activities and different departments and/or agencies. Must have a valid Oklahoma drivers license and be insurable

\*This is a job posting abbreviated from the full job description. For the full job description, please contact Human Resources.