

**CITY OF RICHMOND
JOB DESCRIPTION**

POSITION: City Planner
DEPARTMENT: Infrastructure and Development
JOB CATEGORY: PAT
REPORTS TO: Director
SALARY: \$44,009.10-\$48,899.00 Annually

DATE WRITTEN: February 2005
DATE REVISED: January 2018

STATUS: Full-time
FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Richmond provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete application process or perform essential functions of the job, unless accommodation would cause an undue hardship.

SUMMARY

Serves as City Planner, responsible for guiding the growth of the city in compliance with the Comprehensive Plan.

DUTIES

Advises private developers, attorneys, architects, and engineers on what development is allowed in various parts of town, how projects can be structured, and the necessary steps to follow to gain approval. Works in close contact with public officials as public developments and comprehensive plan evolves.

Implements existing codes and procedures involving the Plan Commission and Board of Zoning Appeals. Assists interested parties through necessary approval stages at Board of Zoning Appeals, Planning Commission and Common Council.

Reviews applications for zoning and variance changes. Makes formal recommendations for approval or denial to Planning Commission and Board of Zoning Appeals.

Authorizes issuance of zoning, building, and service permits. Reviews proposed subdivision plans and zoning requests for conformance with local codes and with the Comprehensive Plan. Provides comment on planning process as it impacts cultural resources.

Researches and recommends appropriate selections of software to aid in placing permitting and complaint processing on computer. Assists in increasing department technology capacity in order to work more efficiently and progressively.

Responds to citizen inquiries regarding appropriate land use as applied to established local, state, and federal laws, rules, and guidelines.

Prepares technical planning document reports, studies and graphics.

Assists Executive Director with other duties when assigned.

Performs other duties as assigned by supervision.

The above statements reflect the general details considered necessary to describe the principal function of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

I. JOB REQUIREMENTS

Baccalaureate degree in Planning, Public Administration or related field.

Working knowledge of and ability to apply knowledge of land use laws, zoning code as it relates to the Comprehensive Plan, planning principles, urban economics, and environmental law.

Ability to assist in coordination of the city's growth with other city agencies and ensure conformance with local codes.

Ability to research issues such as electronic data processing, signage, planned unit development, comprehensive plan development, in-fill housing and wellhead protection.

Ability to speak publicly on planning subject matters, prepare reports, make public presentations and serve on various boards and committees.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to read and interpret blue prints and construction work plans.

Working knowledge of standard English grammar, spelling and punctuation, standard office procedures, and ability to properly operate a variety of standard office equipment, including computer, printer, various software programs, telephone, typewriter, copier, fax machine and calculator.

Ability to communicate effectively communicate orally and in writing co-workers, other government agencies, contractors, boards, commissions, and members of the general public, including being sensitive to ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including but not limited to attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to occasionally work extended, weekend, and evening hours, and periodically travel out of town, sometimes overnight.

Possession of a valid Indiana Driver's License and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs duties which are varied in scope, but are of substantial intricacy involving many variables and considerations. Incumbent exercises independent judgment in interpreting and applying ordinances to individual cases.

III. RESPONSIBILITY:

Incumbent applies department policies and procedures and legal requirements, referring unprecedented situations to supervisor. Incumbent receives general supervision with decisions and work product reviewed primarily for compliance with department policies and legal requirements.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent requires regular contact with co-workers, other government agencies, contractors, boards, commissions, and members of the general public for the purposes of explaining and interpreting policies and procedures, and exchanging information.

Incumbent reports directly to the Executive Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment involving close and far vision, speaking clearly, and hearing sounds/communication. No unusual physical demands are associated with the position.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of City Planner in the Infrastructure and Development Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Do you need any accommodations to perform the essential functions of this position?

Yes_____ No_____ If yes, what are the accommodations? _____

Applicant/Employee signature

Date

Type or print name