

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: ASSISTANT CITY PLANNER
DEPARTMENT: COMMUNITY DEVELOPMENT
REPORTS TO: CITY PLANNER

JOB CODE: 1505
DATE: 12/16

JOB SUMMARY:

Provides professional and technical assistance in the areas of site planning, land use planning, and municipal facility design. Provides customer service to the general public and other city departments. Serves as point person for data collection and dissemination. Manages special projects, contracts, and initiatives. Performs the duties of the City Planner in his or her absence.

ESSENTIAL JOB FUNCTIONS:

Performs development review of proposed subdivisions, site plans, and applications for architectural design and Planning Board review. Prepares written responses and discusses application with developer's team and general public. Prepares reports and makes recommendations on applications under consideration.

Provides direction to the Senior Planner and Administrative Specialist.

Performs the duties of City Planner in his or her absence.

Coordinates other reviews and approvals necessary for the issuance of building permits and certificates of occupancy. Inspects projects to determine compliance with Planning Board approval.

Represents the City on various boards and committees as assigned by the City Planner.

Makes presentations to the Planning Board and other City boards and committees as directed by the City Planner.

Assists the public with inquiries related to the City's land use regulations.

Works with other members of the Planning Division, as well as other divisions and departments, to prepare reports and draft amendments to the City's Subdivision Regulations, Site Plan Review Regulations, Architectural Design Review Guidelines and Master Plan. Presents draft amendments to the Planning Board, City Council, and stakeholders.

Coordinates related work with other departments, private utilities, and regulatory agencies.

Manages special projects, initiatives and consulting and design services contracts.

Develops impact fee ordinances and cost allocation methodologies and assists in the tracking of fee revenue and expenditures.

Prepares, monitors, and administers Conservation Commission, Forestry, trails, and open space programs. Prepares Conservation Commission and Forestry budgets. Coordinates land acquisition initiatives for the Conservation Commission.

Serves as Deputy Clerk of the Planning Board; serves as Clerk of the Board in the absence of the City Planner.

Prepares grant applications.

Assists City Planner with the development of the overall Division work plan and budget.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer, General Office Equipment, and Copier

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree (Master's degree preferred) or equivalent from a college or university in planning, community development, public administration, geography or related field; and

Five years of progressively responsible related experience, including two years in a supervisory capacity; or

Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid State Driver's License

AICP (desirable).

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of land-use planning and its relationship to zoning issues.

Principles and practices of statistics and economics.

Geographic Information Systems.

Applicable state, federal, and local laws, rules, and regulations.

Methods and techniques of research, statistical analysis, and report presentation.

Microsoft Office software.

Skills in:

Using tact, discretion, initiative, and independent judgment within established guidelines.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks and to understand, interpret, and communicate complicated policies, procedures, and protocols.

Communicating clearly and effectively, orally and in writing.

Preparing clear and concise reports, correspondence, and other written materials.

Mental and Physical Abilities to:

Ability to problem solve when standards may not always be available; ability to “think outside-the-box”.

Operate with multiple deadlines and competing demands.

Speak effectively before public groups and respond to questions.

Read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.

Interpret a variety of technical instructions with abstract and/or concrete variables.

Inspect and evaluate property of varied topography and vegetative conditions.

Define problems, collect data, establish facts, and draw valid conclusions.

Perform duties while sitting at a desk or table or while intermittently sitting, standing, or stooping.

Occasionally lift objects up to 10 lbs.

Use tools or equipment requiring a high degree of dexterity.

Distinguish between shades of color.

Working Conditions:

Work is performed in an office and outdoors, occasionally in cold or inclement weather and sometimes on rugged terrain.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.