

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: CITY PLANNER
DEPARTMENT: COMMUNITY DEVELOPMENT
REPORTS TO: DEPUTY CITY MANAGER DEVELOPMENT

JOB CODE: CD02 - 1501
DATE: 12/2016

JOB SUMMARY:

Performs work of considerable difficulty, managing the daily operations of the Planning Division. Plans, schedules, organizes, and evaluates work activities and projects to ensure quality standards and timely completion of work. Interacts with the public and representatives of the media, and collaborates with management staff and elected officials.

ESSENTIAL JOB FUNCTIONS:

Serves as Clerk of Planning Board and is responsible for agendas, minutes, reports, meeting setup and format, presentations, communications, and correspondence. Attends all board meetings. Serves as Planning staff liaison to the Technical Review Committee.

Directs the daily operations of the Planning Division; supervises and directs the work of Planning Division staff; schedules and assigns work; monitors and evaluates performance; holds staff meetings; makes hiring recommendations; provides assistance upon request.

Conducts research and prepares reports; prepares presentations on Master Plan, development regulations, City Council referrals, and development applications.

Oversees support to City Boards and Commissions; assigns staff to support, provide reports to, and prepare minutes for committees; attends meetings as appropriate.

Meets and communicates with other city departments and divisions to provide information and support.

Prepares operating budget for the division, including accomplishments, workload measurements, and management goals; prepares work program for the division; assists Conservation Commission with the preparation of the operating budget for the Commission, the Forestry Fund, and the Conservation Fund.

Prepares items for inclusion in the capital budget and the capital improvement program; oversees preparation of requests for proposals, consultant selection, implementation of work program, and review and approval of invoices.

Assists the City Solicitor in the defense of legal actions against the Planning Board; supervises the preparation and copying of certified records; organizes and prepares indices for certified records; confers with City Solicitor or outside counsel; researches board records; attends court proceedings; testifies as required.

Administers the Public Capital Facilities Impact Fee Ordinances; oversees the preparation of all non-standardized fee assessments; oversees the preparation of the annual review of indices; reviews and responds to all requests for credits and adjustments.

Attends meetings of special city committees and civic organizations as requested or necessary; provides information and makes presentations.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal

Fax Machine

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 motor vehicle operator's license

AICP Certification (preferred)

APA Member (preferred)

NHPA Member (preferred)

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of city planning.

Principles and practices of accounting and budgeting.

Statistical principles.

Principles and practices of management, administration, and supervision.

Computer usage and applications.

Applicable state, federal, and local laws, rules, and regulations relating to zoning, land use, and environmental issues.

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

Skill in:

Supervising and directing the work of others.

Communicating clearly and effectively with others, both orally and in writing.

Making oral presentations before groups of people.

Planning, organizing, and evaluating the work activities of department personnel.

Establishing and maintaining effective working relationships with a variety of people.

Preparing and monitoring budgets.

Planning and conducting special projects.

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

Mental and Physical Abilities to:

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

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

Speak effectively before public groups and respond to questions.

Operate with multiple deadlines and competing demands.

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.

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

Occasionally lift light objects.

Distinguish between shades of color.

Working Conditions:

The work is performed in an office and outdoors, occasionally in cold or inclement weather.