



# CITY OF LAUREL

## POSITION DESCRIPTION

<b>TITLE: CITY PLANNER</b>	<b>FLSA STATUS: EXEMPT/NON-UNION</b>
<b>ACCOUNTABLE TO: PLANNING DIRECTOR</b>	<b>POSITION STATUS: REGULAR FULL-TIME</b>

### **Job Summary:**

Under administrative direction, performs a variety of routine and complex technical and professional work in the current and long-range planning for the City and the development and implementation of land use and related policies and regulations.

### **Scope of Responsibility:**

This position reports directly to the Planning Director.

### **Essential Duties and Responsibilities:**

1. Serves the City of Laurel as the City Planner:
  - 1.1 Plans, directs, and coordinates a comprehensive program designed to assure a high-quality level of services.
  - 1.2 Recommends overall goals for city planning operations.
  - 1.3 Provides advice and counsel to the Mayor and the City Council in relation to projects and developments. Attends all City Council/Workshop meetings as requested.
  - 1.4 Maintains close working relationships with City department heads, City staff, City Council and the public.
  - 1.5 Initiates and follows sound organization, administrative practices, and policies; effectively utilizes resources.
  - 1.6 Applies for and administers grants received by the city.
  - 1.7 Receives and answers citizens' complaints and inquiries.
  - 1.8 Establishes rapport with contacts through effective communication
  - 1.9 Serves as a member of various staff committees as assigned.
2. As the City's key coordinator for planning activities:
  - 2.1 Coordinates and manages the City's Growth Policy, including but not limited to:
    - 2.1.1 Planning for and encouraging a diversity of housing options with regard to affordability, styles, and size.
    - 2.1.2 Encouraging economic development, including the promotion of a diversity of business types and sizes with a particular emphasis on the development of family-wage jobs.
    - 2.1.3 Assists with and promotes transportation systems that encourage environmental friendly alternatives, i.e., bike lanes, paths and trails, high-quality sidewalks and other walking links, etc.
    - 2.1.4 Reviews, researches, prepares reports, and recommends changes in the City's current and long-term plans, as well as in zoning and land use regulations.

- 2.2 Evaluates land use proposals for consistency to adopted plans and ordinances; evaluates the development impact of proposals, as related to adopted plans of the City, and makes recommendations.
- 2.3 Evaluates land use applications and site plans for compliance with applicable local, State, and Federal laws. Monitors assigned land use applications through the approval stages, and prepares reports and related data as required.
- 2.4 Provides staff support to the Laurel City-County Planning Board.
- 2.5 Attends and participates in all meetings of the Laurel City-County Planning Board.
- 2.6 Prepares planning reports and supporting data, including recommendations on various land use proposals.
- 2.7 Assists in designs for parks, streetscapes, landscapes, and other municipal projects.
- 2.8 Administers the Transit Program and Public Transit System. Works directly with the City Clerk/Treasurer to apply for annual transit grants and file monthly transit grant reporting.
- 2.9 Evaluates land use for floodplain administration as the City Floodplain Administrator.
- 2.10 Provides staff support to committees formed by the City Council.
3. As the City's primary source of planning, zoning, and land use information:
  - 3.1 Provides information on land use regulations, zoning ordinances, growth policies, and procedures for addressing growth and change in the community to the public, other City staff, the Mayor, the City Council, and to other professionals, developers, and contractors.
  - 3.2 Gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates planning activities with other departments and agencies.
  - 3.3 Conducts technical research studies and prepares statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socio-economic data, etc.
  - 3.4 Assists City staff in the enforcement of local ordinances and in interpreting City codes and master plans.
  - 3.5 Updates community maps; prepares graphics and maps for reports, plans, grant applications, publications, or meetings.
  - 3.6 Assists in maintaining the database of information for planning purposes.

**Minimum Qualifications:**

- Graduation from an accredited four-year college or university with a degree in land-use planning, urban planning, or a closely related field.
- Minimum two-year experience as a land use planner for a public agency or consulting firm.
- Demonstrated knowledge of zoning and subdivision theory and history and of comprehensive planning, including rationale, creation, and enforcement.
- Knowledge and skill in the operation of computers and computer software, including Word, Excel, and PowerPoint; working knowledge of ArcView a plus.
- Ability to express oneself effectively in all avenues of communication.

**Personal Attributes/Skills Required or Preferred:**

- Collaborative problem-solving and negotiating skills.
- Ability to develop, implement, and maintain effective record-keeping systems, procedures and policies.
- Ability to lead large and small projects from inception to completion with close attention to detail.
- Ability to keep certain proprietary information confidential.

- Ability to establish effective working relationships; and communicate professionally with the public.
- Ability to exercise discretion, tact, courtesy, and patience with difficult internal and external customers.

### **Physical Demands & Working Conditions**

The position requires some standing, bending, stooping, sitting, walking, reaching, talking and hearing. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision. Most work is in a normal office environment, with occasional visits to various planning sites within the Laurel City/County Planning jurisdiction.

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Mayor