

## PLANNER

FLSA STATUS – Exempt

### DESCRIPTION OF WORK

The Planner is an “At Will” employee who is under administrative direction of the Community Development Director; and performs a variety of professional and technical duties related to implementing department work plans, programs, and monitoring community compliance with established planning and zoning ordinances through enforcement of Title 18, 19, and 20 of the Rawlins Municipal Code. Applicability of the personnel policy is limited by section 1.4 of the Personnel Policy Manual and Vacation shall accrue as per section 4.3 (8) and Sick Leave shall accrue as per section 4.2 (E) of the Personnel Policy Manual. Because the Planner is an exempt employee, compensation time does not apply.

### DUTIES-EXAMPLES OF WORK

#### ESSENTIAL DUTIES:

Conducts research on issues, policies, and concepts pertaining to planning, zoning, and community development; presents findings to planning commission; prepares written reports in response to requests from staff and the public for zoning applications and various ordinance changes. Prepares draft proposals for amendments to Title 18, 19, and 20 of the Rawlins Municipal Code, policies governing local planning, and community development. Conducts feasibility studies; prepares a variety of reports related to project progress, monitoring to insure deadlines are met, processes are followed, compliance is documented and achieved as per Municipal Codes, State and Federal Laws; assist in coordination of projects with other departments or governmental agencies. Prepares a monthly report documenting activity. Attends all planning meetings and coordinates with the Planning Commission and the public as to issues before the commission. Coordinates with the County Planner as to areas within the half mile outside corporate limits and subdivisions within one mile of the city limits. Assists as necessary with the development and maintenance of the City's Master Plan. Enforces Title 18, 19, and 20 of the Rawlins Municipal Code issues citations and appears in court as necessary.

#### OTHER DUTIES:

Meets with the general public to discuss planning, zoning, and development issues; assists the public to define concerns and presents public

questions to management; follows up with public to apprise of policy and decisions. Participates in project review meetings with various department and developer representatives and identifies problem areas related to zoning and negotiates options for compliance. Other duties as assigned.

#### PHYSICAL AND SENSORY REQUIREMENTS

Possesses hand/eye/foot coordination adequate to operate office equipment, a vehicle and audio equipment.

Ability to talk and hear in person, by telephone, and two way radio.

Ability to see and read instructions, codes, plans, specifications, e-mails and similar documents.

#### EXPERIENCE AND TRAINING

Graduation from college with a bachelor's degree in urban planning, public administration or a closely related field; and three to five (3-5) years of progressively responsible experience performing above or related duties; or an equivalent combination of education and experience.

SPECIAL REQUIREMENT: Possession of a valid driver's license.