

---

<b>Job Classification</b>	<b>Department/Employee Group</b>
---------------------------	----------------------------------

---

Planning and Zoning Specialist	Planning and Development Services/General
--------------------------------	---

<b>Band</b>	<b>Grade</b>	<b>Subgrade</b>
-------------	--------------	-----------------

---

C	4	2
---	---	---

<b>FLSA Category</b>	<b>OCC Code</b>
----------------------	-----------------

---

Nonexempt	512
-----------	-----

---

**Title of Immediate Supervisor**


---

Senior Planner

---

**Job Summary**


---

Implement the City zoning, subdivision, signs and outdoor advertising, and licensed manufactured home park ordinances through the examination of residential and commercial building permit applications, review of site development plans, and on-site inspections.

---

<b>Task No.</b>	<b>Description</b>
-----------------	--------------------

---

1. Receive and examine applications for land use within the city and zoning areas for conformity with adopted codes and ordinances; complete site plan checks for ordinance and code compliance and issue various land use permits.
2. Create and write zoning ordinances for review and approval by leadership. Participate in the formal review of proposed actions and/or decisions and make oral presentations before boards, commissions, other public bodies, or citizen groups.
3. Act as the liaison between City and development groups to provide guidance and clarification during stages of the development process.
4. Respond to inquiries, comments, and questions from the public concerning assigned ordinances, department policies and procedures, and specific code requirements.
5. Conduct initial and follow-up on-site inspections for code compliance, including new commercial construction, manufactured home park placement and construction, sign and outdoor advertising, and other new and changed land uses in the city. Authorize issuance of certificates of occupancy upon compliance with codes.
6. Serve as staff support to the Board of Adjustment. Act as secretary for the board and compile and submit minutes of any meetings, and serve as staff support to the Planning Commission meetings.
7. Recommend amendments to various codes and ordinances as necessary.

<b>Task No.</b>	<b>Description</b>
8.	Receive and investigate complaints involving possible zoning violations and conduct on-site investigatory inspections as needed; issue verbal or written orders for correction of violations of the assigned ordinances and conduct follow-up investigatory inspection; prepare notices of violation and authorize issuance of citations when needed; prepare investigation report for City Attorney's Office if legal action is required; and testify at administrative hearings or court of record as necessary.
9.	Conduct various field surveys as directed.
10.	Perform other such duties and functions as are necessary or incidental to the proper performance of this position.

---

### **Minimum Qualifications**

---

Graduation from an accredited college or university with a bachelor's degree in urban planning, architecture, political science, or geography and one (1) years' experience in the field of planning and zoning desired; or any combination of education, experience, and training as may be acceptable to the hiring authority.

Must possess or be able to obtain prior to hire a valid driver's license.

---

### **Preemployment Screenings**

---

Preemployment screenings may include, but are not limited to, the following: drug screen, references, criminal background, and driver history.

---

### **Knowledge, Skills, and Abilities**

---

Ability to understand and apply City ordinances dealing with land use, zoning, licensed manufactured home parks, and subdivisions.

Ability to read building construction plans and specifications and recognize deviations from such plans upon construction completion as they apply to codes and ordinances.

Ability to communicate regulations and compliance requirements under potentially stressful situations involving conflict.

Ability to communicate effectively, both orally and in writing, to a wide variety of audiences including, but not limited to, design professionals, individuals, boards, and commissions.

Ability to exercise good judgment in contacts with private citizens, contractors, and other City employees.

Ability to conduct on-site inspections independently.

Working knowledge of computer applications, mapping, and data processing in urban planning and land management.