

City of Fenton Job Description

Job Title: City Planner
Department: Community Development
Reports To: City Administrator
Description Date: July 2006, July 2007
Revised July 2007, August 2019, November 2019, May 2021
Pay Grade: 11 (\$47,946 - \$60,327 - \$72,708)
Status: Full-Time/Exempt

Summary

Performs administrative and operational functions for the Community Development Department. Manages the development, enforcement, and revision of comprehensive land-use plans, zoning ordinances, subdivision codes, building codes, maps, plats, and analysis of economic, social, and physical factors affecting land-use. Serves as staff advisor to the Planning and Zoning Commission and serves as staff liaison to the Board of Adjustment.

Essential Duties and Responsibilities include the following; however, other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Serves as staff advisor to the Planning and Zoning Commission and serves as staff liaison to the Board of Adjustment.
- Performs project studies, presentations, and preparation of reports (including but not limited to, requested variances and/or appeals, subdivisions, SUPs, rezonings, site development plans, and text amendments) to the Planning and Zoning Commission, Board of Aldermen, and Board of Adjustment.
- Performs the review and approval of submitted building permits and site development plans submitted to the City to ensure compliance with applicable City Codes and Ordinances.
- Manages the planning and zoning studies, including research, and review of Fenton City Code for any needed revisions and amendments. Also responsible for revisions and implementation of the City's comprehensive plan.
- Assists the City Administrator in review of residential and commercial subdivisions and the preparation of escrows or other sureties for consideration by City Attorney, Planning and Zoning Commission, and Board of Aldermen.
- Provides oversight and maintenance of the City's GIS Database.
- Assists the City Administrator in the enforcement of the Fenton City Code, including policy on non-defined issues and supervises assigned City staff in the exercise of enforcement activities. Maintains records of Code enforcement activities for study of possible revisions.
- Assists the City Administrator and Code Enforcement Officer in the interpretation and enforcement the City's Municipal Codes and Zoning Codes and monitoring property maintenance and Zoning Code violations.
- Responds to citizens and the business community regarding zoning questions, commercial and business activity within the City, and Code enforcement policies.
- Assists the City Administrator with escrow coordination, subdivision enforcement, and oversight of project compliance.
- Assists the City Administrator with budget preparation, tracking, and monitoring of costs and revenues.
- Other duties as assigned.

Supervisory Duties

Assists the City Administrator with the supervision of Community Development staff. All supervisory responsibilities are performed in accordance with organizational policies and applicable laws.

Education and Experience Required

Bachelor's degree in Urban Planning or related field. One (1) to three (3) years related work experience required, or equivalent combination of education and experience required. American Institute of Certified Planners (AICP) certification desired.

Knowledge and Abilities

Knowledge of:

- Municipal land use planning and transportation system concepts, standards, methods, and governing regulations;
- Budget Planning;
- Development and re-development tools, statutes, and practices;
- Microsoft Office products, including Word, Excel, Access, and Outlook;
- Able to learn and use ArcMap (GIS), Computer Aided Drafting, and specific proprietary software packages utilized by the department; and
- International Building Code.

Ability to:

- Initiate and complete work independently;
- Operate office equipment, including large format scanners and plotters;
- Demonstrate professional and effective interpersonal skills;
- Read, understand, and accurately interpret construction plans, engineering drawings, and specifications;
- Conduct research relevant to urban planning and prepare professional reports with strategic staff and resources;
- Effectively communicate both verbal and written information to the public, elected and appointed officials, and City employees;
- Ability to respond effectively to the most sensitive inquiries and complaints from the public, regulatory agencies, and members of the business community;
- Handle multiple tasks simultaneously and meet deadlines;
- Exhibit effective interpersonal skills and ability to resolve conflicts;
- Comprehend basic provisions of the City Codes and Ordinances and City policies;
- Understand basic civil engineering concepts, methods, practices, standards, and regulations related to municipal projects; and
- Interpret blueprints and construction specifications and calculate mathematical equations related to engineering recommendations and detect discrepancies or violations of regulations.

Work Environment

The indoor environment provides for a safe and healthy work environment and is smoke and drug free. The outdoor environment may result in exposure to extreme weather conditions such as heat, cold, and humidity.

Physical Requirements

Regularly required to sit for extended periods of time, communicate and exchange accurate information, and use repetitive wrist/hand/finger movement. Requires clarity of vision, three-dimensional vision and the ability to identify and distinguish colors. Occasionally required to lift and carry up to thirty-five (35) pounds.

This job description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that are given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing those duties shall not be held to exclude other essential functions, responsibilities, or duties not mentioned in this description that are of similar kind or level.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee Signature

Date