

Bismarck Department of Human Resources

DATE: 6/7/2016

TO: Jason Tomanek
Assistant City Administrator

FROM: Robert McConnell
Director of Human Resources

RE: Commission Agenda Item for June 14th Commission Meeting

Request approval to fill the Senior Planner position Grade 21 vacated by Jason Tomanek with a Planner Grade 19.

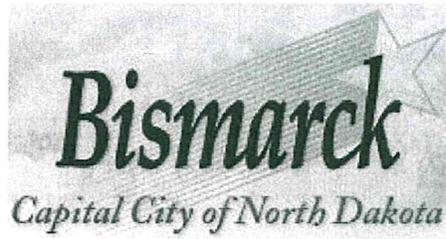
1. Please schedule this item for consideration by the Board of Commissioners at their meeting on Tuesday, June 14th.
2. The Community Development Department would like to maintain the ability to promote a Planner to Senior Planner at such time that a planner becomes eligible and meets the expectations and qualifications of the position. The Human Resource Department recommends approval.

Attachment:

Senior Planner Job Description
Planner Job Description



Robert W. McConnell, Director



Senior Planner
Community Development

CD/5

JOB SUMMARY

This position provides professional planning support for a variety of Planning Division programs and functions.

MAJOR DUTIES

- Identifies, collects, interprets, and analyzes information to prepare plans, reports and other documents.
- Performs professional planning duties in support of division projects and programs; coordinates assigned development and/or funding processes to ensure the effective evaluation of applications and to ensure compliance with applicable regulations, policies and procedures.
- Provides interpretation regarding the application of city ordinances, regulations, policies and procedures pertaining to division programs; interprets federal and state programs and regulations as they pertain to division activities.
- Performs technical and administrative work in the development of plans, studies, ordinances, policies and strategies for the implementation of division programs and projects.
- Evaluates development and funding applications to make recommendations regarding actions, decisions, and/or funding levels; prepares staff reports and other supporting documentation; presents applications and staff recommendations at public meetings.
- Represents the division at public meetings to present plans and programs, make staff recommendations and discuss and advise on the development and implementation of plans and programs; speaks to civic groups, organizations and the news media regarding division projects, programs and activities.
- Provides staff support to assigned advisory boards and commissions.
- Researches and responds to inquiries and concerns from officials, staff members, and citizens.
- Provides leadership, guidance, training and assistance to other planners in the division.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the principles and practices of sustainable development, urban design, community planning and community and economic development.
- Knowledge of planning theories and practices.
- Knowledge of computers, job-related software programs and standard office equipment.
- Knowledge of community development grant programs.
- Knowledge of program and project management principles.
- Knowledge of relevant federal and state laws, city ordinances, and department policies and procedures.
- Skill in preparing clear and precise reports.
- Skill in reading site plans, maps and subdivision plats.
- Skill in exercising independent judgment and problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in public speaking.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Planning Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports and observation of division activities.

GUIDELINES

Guidelines include local, state and federal planning requirements; environmental regulations; development requirements; and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied professional planning duties. Coordinating activities with a variety of stakeholders contributes to the complexity of the position.
- The purpose of this position is to provide professional planning support for city development activities. Success in this position contributes to the positive growth and development of the city.

CONTACTS

- Contacts are typically with coworkers, other city employees, planners, engineers, landscape architects, attorneys, surveyors, land owners, members of the development community, and members of the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

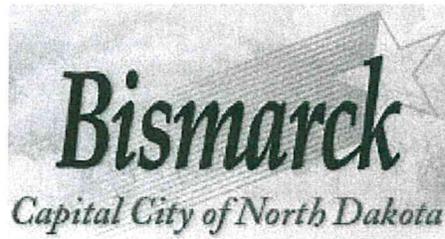
- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with three years' experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of North Dakota for the type of vehicle or equipment operated.
- AICP certification preferred.



Planner

Community Development

CD/7

JOB SUMMARY

This position provides professional planning support for assigned Planning Division programs and functions.

MAJOR DUTIES

- Identifies, collects and interprets information to prepare plans, reports, and other documents.
- Performs professional planning duties in support of division projects and programs; coordinates and monitors the development and/or funding review process to insure the effective evaluation of applications and to ensure that proposed activities are in compliance with applicable regulations, policies and procedures.
- Provides interpretation regarding the application of city ordinances, regulations, policies and procedures pertaining to division programs; interprets federal and state programs and regulations as they pertain to division activities.
- Performs technical and administrative work in the development of plans, studies, ordinances, policies and strategies for the implementation of division programs and projects.
- Evaluates development and funding applications and makes recommendations regarding actions, decisions, and/or funding levels; prepares staff reports and other supporting documentation; presents applications and staff recommendations and public meetings.
- Represents the division at public meetings to present plans, projects and program information and staff recommendations and to advise on implementation of plans and programs.
- Provides staff support to assigned advisory boards and commissions.
- Researches and responds to inquiries and concerns from officials, staff members and citizens.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the principles and practices of sustainable development, urban design, community planning and community and economic development.

- Knowledge of computers, job-related software programs, and standard office equipment.
- Knowledge of grant development principles.
- Knowledge of program and project management principles.
- Knowledge of community development grant programs.
- Knowledge of relevant federal and state laws, city ordinances, and department policies and procedures.
- Skill in preparing clear and precise reports.
- Skill in reading maps, subdivision plats and site plans.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Planning Manager assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include local, state and federal planning requirements; environmental regulations; development requirements; and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied professional planning duties. Coordinating activities with a variety of stakeholders contributes to the complexity of the position.
- The purpose of this position is to provide professional planning support for city development activities. Success in this position contributes to the positive growth and development of the city.

CONTACTS

- Contacts are typically with coworkers, other city employees, planners, engineers, landscape architects, attorneys, surveyors, land owners, members of the development community, and members of the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of North Dakota for the type of vehicle or equipment operated.