



JOB DESCRIPTION

JOB TITLE:	City Planner/Zoning Administrator		
DEPARTMENT:	Community Development	DIVISION:	
REPORTS TO:	Community Development Director		
SUPERVISES:	Assistant City Planner		
FLSA STATUS:	Exempt	EFFECTIVE DATE:	7/25/2018

POSITION SUMMARY

Under limited direction, this professional position performs difficult work enforcing the City's Zoning Code and Subdivision Codes, analyzing and making recommendations for zoning and subdivision requests, reviewing site plans and presenting recommendations to the appropriate advisory boards and/or commissions and City Council, conducting site visits and inspections, and related work as required. This position exercises general supervision over assigned staff.

ESSENTIAL FUNCTIONS: *The essential functions of the position include, but are not limited to the following major duties performed. Duties are listed from most to least important.*

- Provides overall management of requests for subdivision and/or zoning approval including but not limited to applications for property boundary adjustments and subdivisions, rezoning, variances, conditional use permits, annexations, street and easement vacations and plats; reviews site plans; conducts site visits and inspections as needed; prepares written reports and recommendations to present to decision-making bodies.
- Oversees the development and implementation of the City's Comprehensive Land Use Plan and other land-use related planning documents.
- Coordinates site plan reviews and other activities with other City departments, developers and builders, boards and commissions, and the public.
- Researches and develops plans, ordinances, studies and strategies responding to existing or anticipated community needs as directed or apparent.
- Serves as the City Planner and Zoning Administrator.
- Presents information, responds to questions and provides recommendations to the City Council, the Planning Commission, the Board of Adjustments and Appeals and to other joint power and advisory boards, commissions, community organizations and the public.
- Works in regional program areas relating to water resources planning, demographic forecasting, transportation plans and other regional planning areas.
- Reviews and analyzes development designs and site plans; negotiates changes with the applicants; approves site plans for compliance with the City's Zoning Code.
- Provides the public, property owners, developers, businesses, applicants, consultants and representatives of various agencies with information regarding zoning, development, and subdivision standards and regulations as well as demographic, census and general community information.
- Investigates zoning violations and complaints; issues violation letters as appropriate and works with the City Attorney on cases involving court action.
- Utilizes GIS to analyze land uses and prepare maps, graphics, reports and related documents.
- Assists in the development of operational and program budget; responsible for ongoing monitoring.

- Manages and oversees issuance of planning related permits and approvals.
- Assists the Community Development Director in administering and managing Moorhead Municipal Airport operations.
- Performs other duties as requested.
- Attendance at off-site courses/trainings/seminars may be required.

Access to Not Public Data: This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

Supervisory Position: Performs or effectively recommends the hiring, transfer, suspension, promotion, discharge, assignment, reward, discipline, direction of work, and adjustment of grievances of subordinate personnel.

MIMIMUM REQUIREMENTS: *To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.*

Education and Experience

- Bachelor's degree in planning, or related field
- Three years experience in municipal or private sector planning and zoning, or related field

Training, Certificates, and Licenses

- American Institute of Certified Planners (AICP) Certification preferred
- Valid driver's license

KNOWLEDGE, SKILLS, and ABILITIES

Comprehensive knowledge of municipal ordinances governing planning and zoning and related codes as well as principles and standard practices of urban planning and zoning administration; general knowledge of industrial, institutional, commercial and residential property development; general knowledge of research methodology and procedures as applied to planning and development; general knowledge of routine legal procedures related to the enforcement of laws and ordinances; ability to review architectural drawings and site plans; ability to enforce ordinances and regulations with firmness, tact and impartiality; ability to operate standard office equipment and applicable software packages including applications related to land use and planning; ability to communicate effectively both orally and in writing with local, state and federal agencies, private businesses, elected officials, property owners and developers; ability to establish and maintain effective working relationships with property owners, building contractors, attorneys, engineers, city officials, associates and the general public.

PHYSICAL REQUIREMENTS and WORKING CONDITIONS

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, frequently requires sitting and using hands to finger, handle or feel and occasionally requires standing, walking, reaching with hands and arms, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

NOTICE

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves the right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.

REVIEW/APPROVALS

I acknowledge reviewing this job description.

Employee

Date

I acknowledge reviewing and approving this job description.

Director

Date