



City of Council Bluffs

Job Description

Planner

Department: Community Development

Supervisor: Planning Coordinator

Location: Community Hall

FLSA Status: Non-exempt

Prepared By: Jill Schurman, Interim Recruiter

Prepared Date: July 2018

Union: CWA

Pay Grade: \$61,043

Summary: An employee in this position is responsible for current and long range planning, zoning, urban development, growth management, and Geographic Information System (GIS) duties. The position includes the coordination of activities with various City departments, designers, contractors, and the public. Work is performed under the immediate supervision of the Planning Coordinator.

Essential Duties and Responsibilities: includes the following.

- Attends, as required, City Planning Commission, Zoning Board of Adjustment, and Heritage Preservation Commission meeting
- Schedules meeting arrangements, prepares agendas, and generates minutes
- Prepares and forwards staff reports for the City Planning Commission, Heritage Preservation Commission, Zoning Board of Adjustment, and the City Council
- Drafts amendments and recommendations on planning documents, subdivision, zoning, sign, and related ordinances
- Proposes land use and zoning amendments in order to carry out adopted plans
- Coordinates with other City departments and County GIS, prepares maps using GIS software, and maintains related databases for the department
- Reviews and comments on building permits, other City licenses and use permits, and sign permits relative to use, historic, and design requirements
- Works with the consultants, other Department staff, and state and federal agencies in completing Section 106 review and environmental review processes
- Responds to citizenry questions through written and oral communications
- Prepares physical development and sub-area plans, including urban renewal and revitalization plans

- Collects and analyzes data relating to various aspects of the physical development of the City
- Assists with other tasks essential to the successful preparation, revision, and adoption of the comprehensive plan for the City
- Regular and predictable attendance is required
- Other duties as assigned

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Bachelor's or Master's Degree in Planning or related field
- One year of planning experience
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities

Certificates, Licenses, Registrations:

- None required

Physical Demands:

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The work environment is an office setting that is normally quiet.

Other Skills and Abilities:

- Comprehensive knowledge of zoning; land development and regulation; urban design; and GIS
- Knowledge of the principles and practice of planning
- Ability to do technical research work
- Ability to advise and solve advanced planning problems
- Ability to communicate ideas clearly and concisely with every level of organization
- Ability to maintain effective working relationships with other employees, officials, and the public