**Job Number: 0424**

**Job Title: PLANNER**

**Date: 02/01/24**

**Primary Reason the Classification Exists**

To perform professional planning review, research and analysis in the City Development and Design Department to ensure compliance with City ordinances, the orderly growth of the City, and efficient administration of City resources.

**Distinguishing Features of the Class**

An employee in this class performs planning work that provides coordinated guidance and regulation of the growth and development of the City. Work involves leading the detailed review and analysis of applications for zoning permits (including site plan, building design and landscaping review), subdivision plat review, zoning text and map amendments, and related plans/documents. Provides planning advice to property owners, developers, citizens and other City departments; conducts research and studies for zoning, annexation and other issues; writes reports and provides staff assistance to advisory boards and commissions. Work involves providing technical guidance with considerable public contact on issues requiring judgment, firmness, and tact. Work is performed under general supervision and is evaluated through conferences, review of work results obtained, and overall acceptance of the programs by the City's citizens.

**Illustrative Examples of Work**

* Reviews submitted plans for compliance with City ordinances and adopted plans and policies.
* Communicates with the general public and design professionals (architects, builders, attorneys, contractors, engineers) to provide advice on development plans and proposals to move projects forward at a timely pace.
* Communicates with City Boards and staff in regards to planning matters; participates in and makes presentations at public meetings and hearings; researches and prepares staff reports for council, board member and commissioner consideration; explains recommendations and planning work required.
* as well as presenting to City Council, Planning Board, etc;
* Reviews and processes applications for map and text amendments to the zoning ordinance.
* Represents the department in other departmental studies i.e. Parks and Recreation Master Plan and Downtown Master Plan.
* Conducts on site visits and inspections.
* Serves as staff coordinator or City liaison when deemed appropriate by the Director.
* Researches and prepares planning elements necessary for decisions by management, council, boards or commissions.
* Provides research and input into the development of ordinances, policies, procedures and publications for the City and the department.
* Serves as staff to the Historic Preservation Commission.
* Prepares forms, correspondence, reports, presentations, and other written materials.
* Assists with grant applications and proposals.
* Assists in planning activities with federal, state, city, county and private agencies.
* Performs other related tasks as required.

**Knowledge, Skills, and Abilities**

* Knowledge and understanding of urban planning theory and best practice development regulation.
* Knowledge of the principles and practices of land use development and public sector planning.
* Knowledge of governmental laws, programs, and services pertinent to land use development and planning processes.
* Knowledge of the environmental and socio‑economic implications of the planning process.
* Knowledge of the City's zoning, watershed development, flood plain damage prevention, and other ordinances and codes.
* Knowledge of general historic preservation principles.
* Knowledge of code enforcement practices.
* Skilled in the collection, analysis, and presentation of technical data and planning recommendations.
* Skilled in code administration.
* Ability to work independently and display sound judgement as well as collaborate and work as a member of a team.
* Ability to establish and maintain effective working relationships with community groups, federal, state, regional, and City officials, and the general public.
* Ability to use and update departmental software to allow a central location with all relevant information and keep others up to date on the status of a project/plan review.
* Ability to create thorough documentation and maintain detailed records of zoning permits, map amendments, text amendments, subdivisions, and related applications, plans and documents, as well as general advice provided to public.
* Ability to prepare comprehensive reports and studies.
* Ability to communicate clearly and express ideas effectively in oral and written forms.
* Ability to use and adapt to technology.
* Ability to provide leadership to committees and staff; build consensus; and work collaboratively with developers, City officials, and the community regarding development.

**Physical Requirements**

Work in this classification is defined as sedentary exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demands require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, fingering, grasping, feeling and repetitive motions. Vocal communication is required for responding to inquiries, expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels. Visual acuity is required for extensive reading, to prepare and analyze written or computer data, read and interpret maps, determine the accuracy and thoroughness of work, and observe general surroundings and activities.

**Working Conditions**

Work is generally performed in an office environment with some out of office site visits that may include some exposure to the elements.

**Education**

Graduation from a college or university with a Bachelor’s degree in Planning, or similar related field.

**Experience**

Some experience and/or exposure to urban planning, including development plan review, either through an internship or experience in the public or private sectors, or an equivalent combination of education, training, and experience in planning which will provide for the necessary knowledge, skills, and abilities to adequately perform the essential duties.

**Special Requirements**

* Valid North Carolina driver’s license
* AICP certification or ability to obtain is desired.

**FLSA Status**: Exempt

**Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The City of Morganton reserves the right to assign or otherwise modify the duties assigned to this classification.

February 2024