PURPOSE OF POSITION: This is a non-exempt position within the Community Development Department responsible for researching, analyzing data and developing recommendations for review.

SUMMARY OF ESSENTIAL DUTIES:

-Reviews and helps process applications for activities such as rezoning, house moving, platting, deed certificates, zoning variances, building permits, and special permits in accordance with the city ordinances.

-Prepares explanatory drawings, diagrams, charts, and maps for Planning Commission meetings to assist the Commission in determining what action should be taken on rezoning requests and related issues before the board.

-Communicates with various city personnel and the general public in order to answer questions, and obtain or provide information relating to the planning functions and physical design of the city.

-Assist in the preparation and administration of the comprehensive plan for the city including review and amendments to the plan.

-Acts as advisor to the Community Development Director, City Manager, the Planning Commission, Board of Adjustment, Capital Improvements Board, the City Council, and other city personnel on issues concerning planning and zoning matters.

-Relieves Office Coordinator while learning how to process license and permit applications, schedule inspections, take code enforcement complaints and assist the general public with development questions.

-Performs other duties as assigned.

MINIMUM QUALIFICATIONS: Knowledge of the practices and principles of City planning including zoning, subdivision, and land use regulations.

Minimum qualifications:

1. Bachelors degree in Planning or closely related field; 2 years experience in Planning and/or Community Development preferred.

   -or-

2. Master degree in Planning or closely related field.

-Ability to make independent investigations, analysis, and research on social and economic problems and to present conclusions and recommendations clearly and concisely.
- Ability to review permits for compliance with zoning ordinances and other municipal codes.

- Familiarity with GIS Software

- Ability to achieve AICP Certification within five years.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

- Work is performed both inside and outside on a regular basis.

- Normal physical ability.