

City of Gardner Position Description

PLANNING SERVICE SPECIALIST

Position Title: Planning Service Specialist
Department: Community Development
Reports To: Community Development Director
Salary Range: 2
FLSA Status: Non-Exempt (eligible for overtime pay)
Last Update: April 10, 2007

Job Summary:

The Planning Service Specialist provides technical and clerical support to the Community Development Director and other departmental staff.

Job Scope:

Work is of a responsible and sometimes confidential nature requiring the exercise of independent judgment and action. Employee is responsible to and subject to the supervision of the Community Development Director. Employee does not have supervisory responsibility for subordinate personnel.

Essential Duties and Responsibilities:

- Receive, record, process, and track land use applications and fees including zoning, platting, site plans, conditional and special use permits, and Board of Zoning Appeals applications.
- Make mathematical computations and routine monetary transactions.
- Provide information to public and development community regarding existing property zoning, zoning regulations, and other planning issues.
- Maintain plat, zoning, site, Board of Zoning Appeals, conditional use permit, and special use permit records and filing systems.
- Create and maintain records and correspondence with applicants regarding Planning Commission and City Council agenda item actions, and development fees and reimbursements.
- Prepare and distribute notifications for public hearings for zoning, conditional and special use permit, and Board of Appeals applications in accordance with legal requirements.
- Assist Director with Planning Commission and Board of Zoning Appeals agendas; and Planning Commission, Board of Zoning Appeals, and City Council agenda items, staff reports, and necessary accompanying documentation and exhibits.
- Prepare and distribute meeting agendas and packets to Planning Commission and Board of Zoning Appeals members and other pertinent agencies and individuals.
- Record and prepare minutes for Planning Commission and Board of Zoning Appeals meetings.
- Assist Director in preparation of ordinances and resolutions required for legal notifications.
- Create and maintain necessary departmental and planning reports, logs, and administrative correspondence.
- Maintain and provide records and information as required by the Kansas Open Records Act.
- Assist with maintaining and processing addressing records.
- Record, process, and maintain records of department invoices and payments.
- Performs other related duties as deemed necessary or as required.

Education, Certification and Experience Requirements:

Graduation from a standard high or any equivalent combination of training and experience which provides the appropriate knowledge, abilities, and skills. Two to four years of local government experience preferred. Experience working with land records systems, Access, Excel, and MS Office required. Experience and familiarity with geographic information systems applications or on-line mapping systems is desired. One to two years of technical or administrative support to local government.

Skills, Knowledge and Abilities:

Knowledge of office and file management. Ability to proof and format business documents. Ability to organize and prioritize multiple tasks to meet set deadlines with little supervision. Excellent mathematical and word processing skills. Ability to make routine monetary transactions with speed and accuracy. Ability to operate a variety of office equipment. Ability to understand and carry out oral and written instructions and to develop working procedures appropriate to the objectives desired. Ability to make independent decisions toward the accomplishment of assigned goals. Ability to communicate clearly and concisely with the public and development community orally and in writing. Ability to perform detailed work neatly and thoroughly. Comprehension of regulatory processes relating to land use policies, ordinances and technical reports. Ability to learn and perform departmental procedures, policies, and regulations. Ability to maintain effective working relationships with superiors, departmental staff, and the general public contacted in the course of the work.

Tools and Equipment Used:

Personal computer; telephone; typewriter; copier; facsimile; 10-key calculator; postage meter and scale; radio and pager equipment, and vehicle.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is frequently required to walk; use hands to operate, finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee normally works within an office environment. The noise level is usually moderately quiet.

Selection Guidelines:

Formal application; rating of education and experience; oral interview and reference check. Job related tests may be required.

The City of Gardner is an equal opportunity employer. Any applicant/employee with a disability as defined in the Americans with Disabilities Act may request an accommodation to perform the functions of this position. Requests should be directed to the immediate supervisor.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.