

CITY OF FRANKLIN
Job Description

Job Title: Assistant Planner

Department: Community Development

Reports To: Planning Manager

Salary Level: 15

FLSA Status: Exempt

Prepared By: Joel Dietl, Planning Manager

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Approved By: Common Council Resolution 2009-6527

Approved Date: 3/3/2009

Summary

Under the supervision of the Planning Manager, provide general assistance toward the development, planning, and zoning functions of the Community Development Department.

Essential Duties and Responsibilities

Generally performs the duties and responsibilities as indicated below relative to issues and topics of limited to moderate complexity, requiring interpretation and application of routine and straight forward rules, standards, policies and codes.

Provide technical assistance in responding to inquiries of citizens, developers and builders.

Assist in the review of development plans in accordance with city plans, policies and codes, and proper planning principles.

Review non-residential and multi-family building permit applications.

Provide regular site visits and inspections of development projects to insure project compliance with approved plans.

Provide staff support for code enforcement in accordance with the Unified Development Ordinance and City policies.

Assist with preparing and updating development and land use related plans, policies and ordinances.

Update and maintain the City Development section of the City website, as directed.

Provide technical assistance to Boards and Commissions as directed.

Provide technical support for economic development projects.

Attend meetings of Boards and Commissions as directed.

Accomplish planning and zoning studies, as assigned, and provide recommendations when necessary.

Complete other duties as assigned by supervisor.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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 Experience

Bachelor's degree in a planning related field and part-time or Internship experience working in a Planning Department required. A Masters degree in a planning related field with no experience would be equivalent.

Necessary Knowledge, Skills, and Abilities

Ability to exercise knowledge of general principles, practices and techniques of municipal planning.

Ability to demonstrate general knowledge of planning and zoning legislation.

Ability to read and effectively interpret technical reports, maps and other sources of information related to planning and zoning.

Ability to understand environmental awareness and issues, and the ability to determine an estimated wetland and woodland boundary by Corp of Engineers or Department of Natural Resources guidelines preferred.

Ability to utilize and interpret data.

Ability to effectively communicate through proper speaking and written skills.

Ability to work with basic mathematical concepts as they may pertain to planning and development review.

Ability to act responsibly and patiently in communicating with the public, and to show restraint and resourcefulness when placed in stressful situations.

Ability to effectively present information and respond to questions from the general public.

Computer Skills

Ability to understand and utilize Microsoft Word, Microsoft Excel, and Geographic Information Systems computer software.

Licensing and Certification

A valid driver's license is required.

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.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use properties, developments, and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk; hear; sit; use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust 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 occasionally works in outside weather conditions. The employee is occasionally exposed to warm and/or humid conditions, and fumes or airborne particles. The noise level in the work environment is usually quiet in the office, and moderate in the field.

Miscellaneous

The duties listed above are intended only as illustrations of the various types of work that may be 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 employee and is subject to change by the employer as the needs of the employer and requirements of the job change.