

CITY OF FRANKLIN  
Job Description

**Job Title:** Associate Planner

**Department:** Community Development

**Reports To:** Planning Manager

**Salary Level:** 17

**FLSA Status:** Exempt

**Prepared By:** Joel Dietl, Planning Manager

**Prepared Date:** February 12, 2009

**Approved By:** Common Council Resolution 2009-6527

**Approved Date:** 3/3/2009

**Summary** Under the general direction and supervision of the Planning Manager, plans, reviews and designs development of land areas for projects such as parks and other recreational facilities, highways, and parkways, hospitals, schools, land subdivisions, and commercial, industrial, and residential sites by performing the following duties.

**Essential Duties and Responsibilities**

Generally performs such duties and responsibilities as indicated below relative to issues and topics of standard to moderate complexity, requiring interpretation and application of general rules, standards, policies and codes.

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

Reviews development plans in accordance with City plans, policies and codes, and proper planning principles.

Compiles and analyzes data on such site conditions as geographic location; soil, vegetation, and rock features; drainage; and location of structures for preparation of environmental impact report and development of landscaping plans.

Inspects construction work in progress to ensure compliance with approved plans.

Provides staff support for code enforcement in accordance with City code enforcement policies.

Provides input toward preparing and updating development and land use related plans, policies and ordinances.

Attends meetings of boards, commissions, and committees as directed. Provide technical assistance as needed.

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

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

Provides technical support for economic development projects.

### **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 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 Urban Planning or a related field and a minimum of 2 years related professional planning experience is required. A Master's degree in a related field or AICP certification, along with 1 year of related professional planning experience, would be considered equivalent.

### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, maps, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **Mathematical Skills**

Ability to work with mathematical concepts such as fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Technical Skills**

Ability to read, analyze and interpret maps, aerial photographs, site plans, engineering drawings, etc.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Geographic Information Systems software, Microsoft Word, and Microsoft Excel software.

### **Other 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 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.

**Certificates, Licenses, Registrations**

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 regularly 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 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.