



City of Brunswick  
Career Opportunity

<b>Job Title:</b>	Planner I	
<b>Department/Div:</b>	Planning, Development & Codes	<b>FLSA:</b> Exempt
<b>Reports to:</b>	Director of Planning, Development & Codes	<b>EEO-4 Code:</b> PROF
<b>#/Titles Supervised:</b>	none	<b>Date:</b> 2/4/2020
<b>Salary Range:</b>	\$37,993.78 -- \$40,442.07 DOQ	

### **Job Summary**

Under the general direction of the Director, researches and undertakes projects in a particular area of expertise related to city planning and development. Performs a variety of routine and complex administrative, technical and professional work in the current planning programs of the City related to the implementation of land use and related municipal plans, policies, and ordinances. Performs other related duties as assigned, in support of customer needs and organizational objectives and may include grant writing activities. The position will be also be responsible for the posting, inspection, investigation, legal correspondence, demolition coordination, and record keeping of all City-wide demolition activity. Work will be assigned by general work program, requests for assistance, and by special project. Work will be performed with considerable independence and will require considerable initiative. Work will be evaluated by observation, conferences, reports, and results obtained.

### **Examples of Job Duties and Responsibilities**

1. Develops short range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
2. Provides technical and professional advice; makes presentations to supervisors, boards, commissions, civic groups and the general public. Provides information on land use applications, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons.
3. Reviews development and related land use permit applications, site plans, variance applications, etc.; examines applications for compliance with established plans and ordinances, and applicable local, state or Federal regulation; solicits input from appropriate staff, schedules hearings and actions, monitors through the approval process, enforces compliance with regulations; prepares reports and related data as required.
4. Provides technical assistance for long range planning projects.
5. Prepares planning reports and supporting data, including recommendations or various land use proposals.
6. Assists other staff in the enforcement of local ordinances and in interpreting city codes and master plans.

7. Assists in designs for parks, streetscapes, landscapes and other municipal projects.
8. Updates a variety of maps. Prepares graphics and maps for a variety of reports, plans, grant applications, publications or meetings.
9. Serves when assigned as a member of a planning task force composed of City, County or State groups.
10. Assists in maintaining the data base of information for planning purposes.
11. Responds to local citizens inquiring about local planning and zoning regulations and ordinances.
12. Serves as a member of various staff committees as assigned.
13. Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.
14. Coordinates with City legal department concerning all notifications and litigations.
15. Prepares inspection reports and maintains property records.
16. Research grant opportunities, compile grant applications for submittal, and administer grants post award.
17. Performs other related duties as assigned, in support of customer needs and organizational objectives.

#### **Knowledge, Skills, Abilities, and Other Characteristics**

1. Thorough knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement.
2. Extensive knowledge of planning programs and processes. Knowledge of economic and legal issues involved in zoning codes, building codes, and environmental regulations.
3. Working knowledge of Personal Computers and GIS applications to record and analyze information and to prepare reports and recommendations for City staff and Commissioners.
4. Ability to use analytical techniques to project program costs and forecast future trends in employment, housing, transportation, or population.
5. Ability to use computerized geographic information systems to map land areas, to overlay maps with geographic variables such as population density, and to combine or manipulate geographic information to produce alternative plans for land use or development.
6. Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations. Ability to communicate verbally and in writing in a clear, concise, and diplomatic manner with staff and individual citizens.
7. Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information.
8. Ability to work independently in the absence of supervision, and to follow through to task completion. Is able to manage time, and to plan, organize, and prioritize work such that work is completed according to plans and schedules. Ability to manage multiple tasks, and to be flexible in changing priorities.
9. Ability to anticipate problems and proactively resolve them. Ability to solve problems, considering all reasonable alternatives, and make recommendations for problem resolution.
10. Ability to perform the physical requirements of the job including ability to walk over rough and uneven terrain, ability to climb a ladder, stoop, kneel, crouch, or crawl. Ability to work outdoors

in a variety of weather conditions; ability to work at moderate heights and in close spaces to conduct inspections. Cognitive ability to discern spacial relationships. Ability to recognize and identify colors.

11. Ability to work as a member of a team as well as with independence.
12. Ability to maintain confidential information.
13. Ability to gather and deploy resources appropriate for the task.
14. Ability to accurately apply knowledge of national uniform building codes and land use applications.
15. Ability and willingness to perform other related duties as assigned, in support of customer needs and organizational objectives.

**Minimum Requirements (Education, Experience, Training, Certifications/Licenses)**

Graduation from an accredited four-year college or university with a degree in land-use planning, urban planning, landscape architecture, public administration or a closely related field, and three (3) years experience in municipal planning; or any equivalent combination of education and experience that would likely provide the required knowledge, and abilities to perform the job. (Associate Degree in Public Administration or related field and (5) years of work experience in progressively responsible position within the construction industry and demonstrated effective interpersonal skills.) Safe driving record and valid driver's license. Pre-employment drug screening, physical exam, criminal history background check, and motor vehicle records check.