



**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Bachelor’s degree in urban planning and public administration or a closely related field and two years of professional planning experience in planning, zoning, annexations and/or urban development or an equivalent combination of education, training and experience.

**Required Licenses or Certifications:**

Possession of a valid driver’s license.

**Required Knowledge of:**

- Pertinent local, state and federal laws, codes and regulations affecting general plans, zoning, subdivisions and other related ordinances.
- Principles and practices of municipal planning.
- Principles and practices of project management.
- Research methods and report preparation techniques.
- Municipal government.
- State laws regarding open meetings, public records and records management.
- Uses and applications of personal computers and various software applications.

**Required Ability to:**

- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals and the general public.
- Understand and interpret planning and zoning guidelines and provisions.
- Create and deliver comprehensive presentations to individuals and groups.
- Understand requests for various information and determine the appropriate information format.
- Perform research.
- Prepare complex reports, including analysis and narrative.
- Prepare spreadsheets and construct and/or modify automated reports.
- Work with all levels of an organization and provide technical guidance and consultation.
- Administer laws and regulations, make decisions, maintain composure, and work effectively under stressful conditions.
- Evaluate facts and evidence, drawing logical conclusions and making proper recommendations.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Maintain strict confidentiality.
- Operate a personal computer utilizing a variety of business software.

**Preferred Skills:**

- Highly organized.
- Creative and strategic thinker.
- Results oriented; customer friendly.

**Physical Demands / Work Environment:**

- Work is performed in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 25 pounds.

*Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation*

Classification	Adopted	Revised	Retitled	Class Code / Range	FLSA Designation	Step
		5/26/2015				
		7/1/2016				
		10/24/2016				
		6/2018	Planner	26 – 7/2019	Exempt	

**APPROVED:** \_\_\_\_\_ **Human Resources**

**DATE:** 8/21/2019