

POSITION TITLE: SENIOR PLANNER

DEPARTMENT: PLANNING

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Director, Planning

POSITION REPORTS TO

DIRECT REPORTS BY TITLE: None

DIRECT: 0 INDIRECT: 0

POSITION FUNCTION

This position is responsible for ensuring that the City Master Plan and its implementation devises are kept current, consistent, and effective.

JOB RESPONSIBILITIES

Interprets Master Plan and the various implementation devises

Recommends revisions to Master Plan and implementation devises

Assists other departments, Council, builders/developers, other governmental agencies/task forces, Boards/Commissions, and citizens with specifics of the Master Plan and the various implementation devises

Does enforcement of implementation devises and other regulations as needed

Schedules work and training for direct reports

Must have knowledge of and proven ability to work with Geographic Information Systems (GIS)

Performs other related duties as assigned.

PHYSICAL REQUIREMENTS

Job requires incumbent to sit, talk/hear, reach with hands and arms, and use hands to finger, handle or feel. Must be able to focus clearly at 20 inches or less.

REQUIRED SKILL SETS

Occupational/Technical Skills

- Knowledge of Master Plan as well as all City rules, programs and procedures
- Ability to use spreadsheet, database, word processing and selected job-specific software
- Must maintain a valid Ohio driver's license, and have the ability to drive

Administrative Skills

- Ability to organize work, set priorities and meet critical deadlines with a minimum of direction
- Ability to plan, organize, assign and direct work of staff
- Ability to effectively coordinate activities of others to meet objectives
- Ability to use techniques of effective time management
- Ability to handle multiple priorities and projects
- Ability to keep clear and accurate records and reports
- Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information

Cognitive Skills

- Ability to deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to make timely, sound decisions
- Ability to perform standard business arithmetic, including percentages and decimals
- Ability to perform engineering calculations
- Ability to research, compile and summarize a variety of informational and statistical data and materials
- Knowledge of basic budgetary principles and practices
- Ability to encourage the creativity of subordinates
- Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities

Communications Skills

- Ability to let people know of decisions, changes, and other relevant information in a timely fashion
- Ability to speak effectively one-to-one
- Ability to demonstrate attention to and convey understanding of the comments or questions of others
- Ability to prepare clear and concise reports, correspondence and other written materials
- Ability to prepare analyses, policies and/or budgets

Interpersonal Skills

- Ability to deal courteously and diplomatically with the general public
- Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors
- Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions

Leadership Skills

- Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals
- Knowledge of administration and supervision of staff and activities
- Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently
- Ability to establish effective controls, ensuring that employees have necessary resources and authority
- Ability to monitor progress and exercise control
- Ability to select and evaluate employees
- Ability to instruct and train staff
- Ability to provide performance feedback
- Ability to facilitate professional growth

DESCRIPTION OF WORKING CONDITIONS

Work is performed both indoors and outdoors and is subject to pressure from deadlines. Incumbent works an irregular schedule, typically alone.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

Completion of a post-secondary degree; five to seven years of work in Planning related field; Valid State of Ohio Motor Vehicle Operator's License; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed 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. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.