

POSITION TITLE: SENIOR PLANNER
DEPARTMENT: PLANNING

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Planning Director

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 devices are kept current, consistent, and effective.

JOB RESPONSIBILITIES

Interprets Master Plan and the various implementation devices

Recommends revisions to Master Plan and implementation devices

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 devices.

Does enforcement of implementation devices 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 typically performed in both indoors and outdoors and is subject to pressure from deadlines. Incumbent works irregular schedule, typically alone.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

Completion of a post-secondary degree; five to seven years of work in a 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.