



CITY OF ARDEN HILLS POSITION DESCRIPTION

Position Title:	City Planner
Department:	Community Development
Accountable to:	Community Development Director
Positions Supervised:	None
Status:	Regular Full Time

February 2021

PRIMARY OBJECTIVES

Performs difficult advanced technical work assisting the director in a wide variety of planning, zoning and code enforcement work, and related work as apparent or assigned. Work is performed under the general direction of the Community Development Director.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function 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.

ESSENTIAL FUNCTIONS OF THE POSITION

Coordinates, reviews and evaluates proposed land use development plans including tracking the land use approval process in accordance with City Code and Minnesota State Statutes.

Under limited supervision performs analysis and review of proposed land use applications.

Conducts research and analysis of development proposals and other projects based upon appropriate plans, policies and ordinances.

Staff liaison to Planning Commission including: presenting planning cases to Planning Commission and City Council, maintaining case files, preparation of agendas, preparation and publication/ mailing of public hearing notices in accordance with legal requirements, research and analysis of issues, and makes recommendations to the Planning Commission and the City Council.

Negotiates development agreements and works with the City Attorney to prepare documents.

Monitors developer compliance with Council directives and development agreements by reviewing approved documents and inspecting sites. Advises developers, petitioners and their agents, and other City departments on status of required improvements and conditions.

Ensures that building and zoning permit applications are in compliance with the Zoning Code. Perform site inspections as requested for development applications, compliance during construction, annual reviews, code enforcement and for security release.

Represents Planning Commission at City Council meetings and represents the department at meetings as needed.

Responds to inquiries concerning City land use plans, policies and ordinances and development review procedures.

Maintains Comprehensive Plan materials, GIS information, and demographic data; provides information and advice on necessary changes, and recommended modifications.

Prepares periodic updates of and amendments to the City Code and Comprehensive Plan.

Assists in the enforcement and administration of the City's Zoning Ordinance. Helps provide interpretation of the City Code language and requirements.

Investigate citizen complaints and/or inquiries pertaining to development applications, code enforcement, zoning, and resolved such matters in a tactful and equitable manner

Assists the Community Development Director in long range planning activities including the TCAAP master planning and zoning process and small area planning.

Oversees the City's curbside recycling contract; develops budget; negotiates contract; oversees related grants; tracks revenue share program; coordinates the semi-annual community cleanup day events, and collaborates with Ramsey County on recycling related goals.

Works with the Administration Department to administer the Rental Registration Program.

EDUCATION and/or EXPERIENCE

Five or more years experience in municipal planning and a bachelor's degree with coursework in city planning, urban and regional development, or related field and considerable experience, or equivalent combination of education and experience.

Master's Degree in urban planning or related field is preferred.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles and practices of urban planning; general knowledge of economics, sociology, environmental issues, municipal finances, and tax-increment financing as applied to urban planning; general knowledge of current literature and recent developments in the field of urban planning; general skill in the use and administration of Geographic Information Systems (GIS); ability to utilize standard office equipment and related hardware and software, including job-specific software; ability to analyze and systematically compile technical and statistical information and to prepare technical reports; ability to make presentations; ability to establish and maintain effective working relationships with associates.

PHYSICAL DEMANDS

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires speaking or hearing and repetitive motions and occasionally requires standing, walking, using hands to finger, handle or feel, reaching with hands and arms and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

SPECIAL REQUIREMENTS

Valid driver's license.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. 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.

CITY OF ARDEN HILLS IS AN EQUAL OPPORTUNITY EMPLOYER

NON-DISCRIMINATION POLICY

The City of Arden Hills does not discriminate
on the basis of handicapped status
in the admission or access to or treatment or employment
in its programs and activities.
