

SAGINAW CHARTER TOWNSHIP JOB DESCRIPTION

PLANNER

Supervised By: Assistant Manager/Planning & Zoning Director or Community Development Director

Supervises: No supervisory responsibility

Position Summary:

Under the supervision of the Assistant Manager/Planning & Zoning Administrator or Community Development Director, performs site plan reviews, prepares reports, and serves as staff for the Planning Commission and Zoning Board of Appeals. Performs comprehensive plan updates and enforces zoning ordinances.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Conducts research, prepares reports, attends public hearings and various meetings; and makes recommendations for a variety of zoning, planning, and transportation issues.
2. Coordinates the site plan review process, prepares reports, attends and serves as staff to the Planning Commission at scheduled meetings.
3. Performs on-site investigations of properties as they relate to zoning, planning, and property development.
4. Coordinates the appeals process from inquiry at counter or telephone and site investigation, to preparation of reports. Attends Zoning Board of Appeals meetings, communicates results, coordinates with Township Attorney in litigation as a witness, or resource as needed.
5. Organizes, inventories, and coordinates updates of departmental maps, including creation of maps, layers and shade files for Geographic Information System (GIS).
6. Performs the Code Enforcement function as needed or assigned.
7. Reviews business license applications for compliance to ordinances and regulations under the control of the Community Development Department.

8. Assists and/or creates the preparation and adoption of new ordinances and amendments to existing ordinances.
9. Collects and reviews data to recommend updates to the Comprehensive Development plan.
10. Completes research and proposes policies and procedures relating to planning techniques applicable to the future development of the Township and other issues as assigned.
11. Creates specialized plans at the direction of the Planning Commission and/or Township Board.
12. Prepares and/or assists with grant applications and submittal.
13. Performs other work assignments and projects as assigned by the Planning & Zoning Administrator or the Director of Community Development.
14. Performs other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by personnel assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor's degree in planning, public administration, or related field.
- Three or more years of related experience in urban planning and zoning compliance.
- A Michigan Vehicle Operator's License.
- AICP Certification preferred.
- Thorough knowledge and understanding of applicable state and local land-use ordinances and regulations.
- Thorough knowledge of the principles and practices of municipal planning, economic development, and land-use issues.
- Thorough knowledge of the practices of plan review and site inspection.

- Considerable knowledge of municipal operations as they relate to the development and growth of the Township, and general understanding of municipal operations as a whole.
- Skill in interpreting and applying planning guidelines and ordinances.
- Skill in compiling and evaluating complex planning, land-use, zoning code guidelines and formulating policy, standards, and service recommendations.
- Skill in the use of office equipment and technology, including computers and GIS software, and the ability to master new technologies.
- Skill in compiling and evaluating complex planning, land-use, and zoning code guidelines for assimilation into GIS development and application.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with developers, residents, elected officials, employees, other governmental and regulatory agencies, and professional contacts.
- Ability to effectively communicate and present ideas and concepts, and make presentations in public forums.
- Ability to travel to various locations.
- Must be able to efficiently manage time and organize records.
- Must be able to deal positively and effectively with a wide range of citizens and problems in a non-confrontational manner.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to critically assess situations and solve problems, and work effectively under stress, within deadlines, and changing work priorities.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, view and create documents. The employee frequently is required to stand, walk, use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must frequently lift and/or move items of light to moderate weight.

While performing the duties of this job, the employee works in a business office setting and in the field. In the course of field activities, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually quiet in the office, and may become moderate or potentially loud in field situations.