

Associate Planner

Job Summary:

The Associate Planner for the Planning, Preservation & Design department will work directly with the Director of Planning and provide daily support for Planning Department functions. In addition, the Associate Planner will provide assistance within the Planning, Preservation and Design team to support preparations for Planning Commission and Board of Zoning Appeals meetings. The Associate Planner will work with the general public and assist them with understanding filing deadlines, zoning, building permits, setback and general construction standards as well as local ordinance requirements and guidelines regarding individual projects.

Supervisory Responsibilities:

- None at this time.

Duties/Responsibilities:

- Assist individuals with zoning, setback, etc. in preparation for presentation to appropriate body that will approve their project and confirm filing deadlines and meeting dates/times.
- Prepare findings of fact then approval or disapproval letter and file with County Recorder.
- Prepare and distribute meeting packets for Plan Commission and Board of Zoning Appeals.
- Attend and take minutes for Plan Commission and Board of Zoning appeals.
- Maintain applicant database for Plan Commission and Board of Zoning appeals.
- Prepare and mail Conditional Use renewal letters.
- Process building permits and receipts as well as maintain the building permit database.
- Prepare and issue Certificate of Occupancies.
- Assist with Zoning Ordinance amendments.
- Prepare/distribute Zoning Ordinance amendment certifications.
- Prepare letters and lien notices to property owners.
- Maintain balance sheet for lien charges and payments.
- Prepare and submit claims.
- Prepare weekly collection, month-end and year-end reports for City Council and Mayor.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite or related software.
- Superior interpersonal skills and ability to work extremely well as part of a team.
- Ability to work well under pressure and manage sensitive or controversial subjects with tact, kindness, and professionalism.

Education and Experience:

- Bachelor's Degree in Urban Planning, Public Administration, Community Development, or related field.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.