

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB508 Development Services Project Planner
POSITION #/TITLE: 1160, 2636 Development Services Project Planner	Adopted: 05-15
	Revised: 08-16

POSITION DESCRIPTION

Dept: Development Services	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 10
Reports To Position #/Job Code #/JC Title: 2411/NB459/Development Services Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Coordinates the Development Service’s review of urban land development sites; performs related work as assigned.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative.

Examples of Essential Work (Illustrative Only)

Reviews plats, land development applications and plans submitted to the City to ensure that they comply with the City’s zoning, subdivision and construction standards;
Coordinates review process of land development plans, rezoning and conditional use applications, which includes coordination with various City Departments;
Interprets City zoning codes and advises individuals and project representatives on the process or other actions requiring City reviews;
Communicates with citizens, developers, consultants and contractors to provide and gather information and coordinate activities;
Reviews and comprehends written materials such as reports, appraisals, land and title reports, and building cost estimates in order to understand project proposals, establish work schedules and negotiate agreements;
Negotiates and coordinates development conditions and public improvement agreements with developers and property owners;
Administers review of final plat documents for subdivisions to ensure completion of requirements and conditions prior to final City Council approval;
Develops reports, delivers presentations and provides staff support for Design Review Technical Advisory Committee, Historic Preservation Commission, Visual Arts Commission and other City appointed Committees and Commissions;
Coordinates and prepares resolutions and public outreach documents for presentation of cases to the City Planning Commission, Board of Adjustment or City Council;
Reviews and provides development perspective for vacations, easement and encroachment requests;
Represents the City in pre-construction conferences and inspects development sites for compliance with site plans and conditions established for final site approval and Certificate of Occupancy;

Prepares and monitors documentation and authorizes building permits and Certificates of Occupancy;
Assists in redevelopment and revitalization plan implementation;
Develops and recommends policies and ordinance creation or modification to respond to land development issues;
Assists in the preparation and submission of proposals for funding economic development activities;
Acts as City liaison to local businesses and developers to assist with development and commercial related inquires;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of urban planning and land development principles and practices including planning, transportation, zoning, redevelopment and related ordinances, rules and regulations;
Thorough knowledge of local and State laws and regulations pertaining to urban planning, zoning authorities, economic development and related operations;
Thorough knowledge of engineering and surveying principles and practices;
Ability to prepare accurate and reliable reports containing planning and development findings and documentation, development conditions, civil engineering terminology, findings, conclusions and recommendations;
Ability to communicate effectively and maintain working relationships with property owners, attorneys, contractors, developers, City personnel and the public both orally and in writing, using both technical and non-technical language;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in Urban Planning, Public Administration, Civil Engineering or closely related field; and
Considerable experience conducting development analysis and permitting; or
Master's Degree in Urban Planning or closely related field; and
One year of professional or intern experience with an urban planning agency or firm; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Driver's License.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to operate equipment and tools;
Sufficient manual dexterity, which permits the employee to operate equipment;
Sufficient personal mobility, which permits the employee to visit other work stations in the City.