

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB124 Plats and Zoning Specialist
POSITION #/TITLE: 0241 Plats and Zoning Specialist	Adopted: 07-97
	Revised: 09-14

POSITION DESCRIPTION

Dept /Division: Development Services	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 11
Reports To Position #/Job Code #/JC Title: 2411/NB455/Development Services Program Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
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 Services Division review of urban land development sites; performs related work as required.

Distinguishing Features of the Class

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

Examples of Essential Work (Illustrative Only)

Coordinates pre-submittal, final plat, and minor/major site development meetings for land development projects with City staff and developers and their representatives;

Reviews site, grading specification, utility placement, erosion and sediment control, storm water system, sidewalk, trails, roadway and future development plans to ensure compliance with City Ordinances and development plans;

Develops reports, conditions and documentation of proposed developments and presents findings to the City Council, Board of Adjustment and City Planning Commission;

Inspects development sites for compliance with site plans and conditions established for final site approval and Certificate of Occupancy;

Reviews final plat documents for subdivisions to ensure completion of requirements and conditions prior to final City Council approval;

Develops and coordinates public improvement agreements with developers and property owners;

Negotiates development conditions and improvement agreements and responds to development questions and issues;

Develops, maintains and updates planning, zoning and building permit files and responds to departmental requests for information and data;

Develops and recommends policies and ordinance creation or modification to respond to land development issues;

Reviews and provides development perspective for vacations, easement and encroachment requests;

Attends meetings, conferences and workshops;

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;
Thorough knowledge of civil engineering principles and practices;
Thorough knowledge of surveying principles and practices;
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 prepare accurate and reliable reports containing planning and development findings and documentation, development conditions, civil engineering terminology, findings, conclusions and recommendations;
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 public administration, urban planning or related field; and
Considerable experience conducting development analysis and conditional use permitting; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

None

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 inspect development sites and construction actions appropriate to established development conditions;
Sufficient manual dexterity, which permits the employee to operate computerized equipment;
Sufficient personal mobility, which permits the employee to evaluate development properties and construction projects.