

CITY PLANNER/PLANNING DIRECTOR

JOB SUMMARY: The City Planner/Planning Director position is responsible for administering the activities of current and future planning for the City of North Sioux City, serves as staff advisor to the City Council, Planning Commission and Board of Adjustment and is responsible for implementing all aspects associated with land use planning and development projects. This position requires a confident, self-disciplined person who can develop and maintain relationships which may be used to facilitate high-quality development in a rapidly growing city. This position is responsible for, but not limited to, comprehensive planning efforts, enforcement of the City's zoning and subdivision ordinances, and building and occupancy inspections. This position is under the supervision of the City Manager.

MAJOR RESPONSIBILITIES/ACTIVITIES:

- Submit reports and recommendations to City Council, Planning Commission, Board of Adjustment and other boards and commissions.
- Oversee the calendar/agenda/presentations for City Council, Planning Commission and Board of Adjustment cases.
- Must be able to attend all City Council, Planning Commission and Board of Adjustment meetings.
- Oversee development and implementation of comprehensive plans, small area plans and major revisions in development regulations.
- Act as Secretary of the Planning Commission and take record of the minutes of commission meetings.
- Manage the follow-through for City Council and Commission decisions, assuring that cases are completed and forwarded as needed.
- Review, evaluate and process applications and technical documents for residential, commercial and industrial development, zoning, site plans and plats, including coordination with related departments; evaluate alternatives and conformance with City policies, ordinances, regulations, codes, project specifications, regional protocols, land use and the Comprehensive Plan.
- Interpret and provide advice concerning the zoning code, subdivision regulations, subsequent revisions, and other related development codes.
- Perform the duties of the City Building Inspector.
- Actively participate in the formulation, implementation and updating of both short- and long-range planning documents and modifications to specific plan elements.
- Coordinate planning activities with other City departments and outside agencies.
- Responsible for preparing and administering the budget for the department, maintaining the budget and taking necessary action to assure that assigned areas of responsibilities are performed within budget.
- Write a variety of ordinances and regulations related to land use and development and present these for discussion to the City Council and the Planning Commission.
- Answer inquiries and assist all parties with planning and technical review issues, provides ordinance, zoning, general plan, subdivision, plat, easement, and development information within scope of authority. Reviews and evaluates project designs, plans and technical documents for compliance with City ordinances.
- Develop maps and other graphic presentations to illustrate land use plans and planning concepts.
- Maintain official maps, records and files related to areas of responsibility.
- Comply with all written City policies and procedures.

IDEAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of building codes and construction methods.
- Knowledge of applicable Federal, State, and local laws, rules, ordinances, policies, standards and regulations as they apply to planning activities and developments.
- Knowledge of zoning, land use and subdivision laws, ordinances and procedural requirements.
- Ability to read engineering/architectural drawings and sites plans.
- Ability to maintain effective working relationships with political units such as the City Council, Planning Commission and Board of Adjustment, state and county officials and/or various special interest groups and the general public.
- Ability to be firm yet tactful in enforcing the local subdivision regulations and zoning code.
- Ability to seek, accept and implement strategic direction from City Management.
- Ability to understand the organizational structure of the City and current policy issues affecting the City.
- Ability to research, analyze, prepare and recommend amendments to the City's zoning and land use.
- Ability to work on several complex planning projects simultaneously and successfully coordinate these activities.
- Ability to analyze site design, terrain constraints, circulation, land use compatibility, utilities and other urban services.
- Ability to develop comprehensive planning reports, findings, and recommendations.
- Ability to possess effective oral communication skills and have ability to make presentations to City Council, Boards and Committees.
- Ability to interpret and explain City land use, zoning, subdivision and general planning laws and regulations.
- Ability to coordinate, manage, strategize and/or correlate data and/or information.
- Ability to proactively recognize the need for and implement improvements to policies, processes, and procedures.
- Ability to provide professional, punctual, and courteous service to the public and deal with adversarial situations tactfully and firmly while striving to maintain a spirit of cooperation and problem solving.
- Ability to plan and carry out duties independently while exercising good judgment and initiative.
- Ability to maintain effective relationships with all City departments, higher authorities, and other jurisdictions in order to obtain legal and technical assistance.
- Ability to communicate effectively both orally and in writing.
- Ability to perform other duties as assigned in a positive manner, which supports the vision and strategic objectives of the Department and the entire organization.

MINIMUM AND PREFERRED REQUIREMENTS:

- Five (5) years progressively responsible experience in the principles and practices of urban planning and/or building and construction trade.
- Ability to learn, understand and apply the City's zoning ordinance.
- GIS experience preferred.
- Excellent writing and organizational skills.
- Some private sector experience will be considered a plus.
- Must pass background check.