

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Assistant Planner	BAND/LEVEL:	Prof I
DEPARTMENT:	Planning & Development Services	JOB NO:	2325
DIVISION:	Current Planning	DATE:	3/25/2012
REPORTS TO:	Manager, Current Planning	FLSA STATUS:	NE
FULL-TIME: _____	X PART-TIME: _____	TEMPORARY: _____	COST CENTER: 601

REPLACES: Assistant Planner

DATE: 06/2009

JOB SUMMARY STATEMENT:

Reviews and analyzes development proposals, prepares staff comments and provides staff support for Planning Commission and City Council. Responds to Zoning and Development inquiries from staff and the general public. Participates on the Plan Review Committee. Serves as Planner of the Day. Assists with plat processing and technical reviews. Reviews legal descriptions and prepares maps, exhibits and presentations for meetings and public hearings. Assigns addresses.

DUTIES AND RESPONSIBILITIES:

1. Reviews development proposals to ensure compliance with City's development ordinances, adopted policies and guidelines. Serves on the Plan Review Committee. Researches project background, discusses issues with appropriate staff, looks for possible solutions and formulates a staff recommendation. Prepares a staff report and stipulations for presentation to the appropriate review body. Coordinates supporting maps, plans and other documents to effectively communicate proposal to the review body, general public and for placement on the web.
2. Serves as project manager for assigned cases. Coordinates communication with applicant and those associated with each application, such as architects, engineers and attorneys to communicate any issues, possible acceptable alternatives, and staff recommendations. Ensures applicants are aware of deadlines, notice requirements and fees.
3. Meets with developers and/or their representatives to review potential development proposals. Provides guidance in regards to City ordinances, policies and guidelines for development and land use. Offers feedback from informal staff reviews of proposed development.
4. Makes oral presentations to appropriate review bodies. Gives staff recommendation and responds to questions.
5. Serves as Planner of the Day on a rotating basis. Assists citizens by phone or in person answering a wide variety of inquiries regarding planning issues. Provides interpretations of the Unified Development Ordinance and other city regulations relating to land development and land use. Processes various types of applications. Answers questions about scheduling, application status and the public hearing process.
6. Reviews construction plans for assigned developments against plans approved by Planning Commission. Completes reviews within the established time frames. Communicates results of review.
7. Assists technical positions with the processing and recording of plats, including technical reviews as assigned.
8. Reviews legal descriptions. Prepares maps and additional graphic displays as required. Maintains zoning maps. Plots rezoning and special use permits and transfers to proper location on zoning map. Updates zoning map with published ordinances to ensure that it is accurate and up-to-date via GIS based software.
9. Reviews protest petitions and verify signatures of property owners with county records. Calculates protest area. Advises City Clerk, Law Department, case manager, applicant and other interested parties of validity of protest.
10. Assigns addresses to new plats and developments according to adopted addressing standards. Corrects inconsistencies and changes incorrect addresses. Sends out new addresses and change letters to required persons. Coordinates all plates into existing grid system. Conducts site inspections to verify information.
11. Processes plan and related items approved by the Planning Commission and City Council. Reviews staff reports and attaches stipulations to final development plans. Submits items to mayor for signature.

Title: Assistant Planner
Cost Center: 601
Date: 3/25/2012
Page 2

12. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
13. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's degree in planning, landscape architecture, architecture, urban design, or a related field.

EXPERIENCE:

No experience required.

SKILLS:

1. Good oral and written communication skills.
2. PC skills.
3. Good listening skills.
4. Good presentation skills
5. Working knowledge of PC software applications such as word-processing, spreadsheet and graphic presentation.

MENTAL REQUIREMENTS:

1. Ability to read and comprehend city, state and federal ordinances and policies.
2. Ability to meet deadlines
3. Ability to read and understand site plans.
4. Alpha/numeric recognition.
5. Ability to learn and understand PC software applications.
6. Logical reasoning.
7. Ability to analyze planning and development problems and recommend possible solutions.
8. Ability to carry out assignments through oral and written instructions

PHYSICAL REQUIREMENTS:

1. Hand and eye coordination adequate to input computer...
2. Visual stamina and acuity adequate to review alpha/numeric data and maps.
3. Ability to make and receive phone calls.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.