JOB TITLE: City Planner	**FLSA CLASSIFICATION:** Exempt
DEPARTMENT: Community Development	**REPORTS TO:** Community Development Director
	SUPERVISES: None

SUMMARY

Under general direction, this professional position promotes, develops, and implements long and short-term economic development and land use plans, including effective compliance and enforcement of related regulations, policies and programs. Provides critical input into the review process for City development plans and all related matters. Ensures positive and effective enforcement of City plans, policies, and ordinances.

ESSENTIAL JOB DUTIES

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

Operational

- Serve as a point of contact for residents related to zoning, land use, housing, and business questions
- Administer zoning permits and applications.
- Performs site visits to make informed recommendations to the Planning Commission and City Council
- Prepare written and graphic reports, verbal presentations, and other documentation addressing various planning matters, for consideration by City committees, commissions, Council, and the general public.
- Prepares and submits grant proposals.
- Review, develop, recommend and implement division policies and procedures.
- Research, analyze, and organize information from maps, reports, investigations, and books for use in reports and special projects.
- Ensure that all organization activities and operations are in compliance with local, state and federal regulations and laws and in conformance with industry standards and practices.
- Review and research ordinances in order to identify inadequacies and determine need for amendments
- Coordinate the preparation and execution of Developer Agreements to ensure City conditions and financial obligations of developers are met
- Oversees code enforcement activities
- Promotes the City of Dayton, its vision and development programs to prospective businesses, visitors and the public
- Coordinate division activities with other departments and outside agencies and organizations.

Other Related Duties

- Maintain awareness of pertinent legislation, regulations, and professional developments that may affect operations, and disseminate information to appropriate personnel.
- Represent the division and City to outside groups and organizations.
- Provides support for short- and long-range goals and objectives within budgetary constraints.
- Provides support for housing and economic development/redevelopment projects as needed including coordinating property acquisition, relocation, demolition and interim property management
- Active participation in organizations related to local land use and issues.
- Perform related tasks as required.

QUALIFICATIONS

Required Knowledge, Skills, and Abilities:

- Knowledge of operations, services, and activities of comprehensive plans, municipal planning program, residential, commercial and industrial site development
- Knowledge of and ability to interpret and apply pertinent Federal, State, Regional, County and other regulatory bodies; as well as local laws, codes, and regulations
- Working knowledge of tax increment financing, tax abatement and other economic development tools
- Knowledge of principles and practices of municipal budget preparation and administration
- Knowledge of City personnel policies and procedures
- Ability to understand plans and drawings related to land development proposals
- Ability to analyze data and information; draw conclusions; propose responsive actions
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Ability to develop and administer goals, objectives, and procedures of planning and zoning activities
- Ability to delegate authority and responsibility where necessary
- Ability to communicate clearly in both oral and written communication
- Ability to establish and maintain effective working relationships with fellow employees, the public, and those contacted in the course of work

Required Education Experience:

- Bachelor's degree, or equivalent, in Public Administration, Municipal Planning, Urban Studies, or related field

Required Experience:

- Five years of responsible experience in municipal planning activities
- Extensive knowledge of zoning and code enforcement as well as development/redevelopment processes and economic development activities

Preferred Qualifications

- Master's degree in Planning or a related field.
- American Institute of Certified Planners (AICP) or National Development Council Certification preferred.
- GIS experience.

Physical Demands:

This work requires periodic lifting of up to 25 pounds; work regularly requires sitting, speaking or hearing, using hands to finder, handle or feel and repetitive motions, frequently requires walking and reaching with hands and arms and occasionally requires standing and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken work levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work is generally in a moderately noisy location. Work interruptions are frequent.

Work Environment: Work is generally performed in an office environment with standard office equipment and furnishings available. Occasionally, may be required to attend off-site trainings and perform site-visits.

The City of Dayton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Dayton.

Employee Signature	Printed Name	Date