

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Associate City Planner</u>
Sch.& Grade	<u>PAT-8</u>
Class Code	<u>BD01</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Planning</u>

PRIMARY PURPOSE:

Provides technical planning support and program and policy implementation for any division of the Planning & Development Department or the Ozarks Transportation Organization (OTO) as assigned.

SUPERVISION:

Under general supervision; supervises assigned staff.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Assists in the preparation, update and maintenance of elements of the Master Plan.
2. Conducts plan preparation and planning-related research for assigned programs and projects and coordinates work with department personnel and other city departments.
3. Reviews development and redevelopment plans, zoning actions and subdivision proposals for consistency with the City's plans, policies and programs as assigned.
4. Assembles and evaluates data, information and maps relating to community growth, urban conservation/redevelopment, and economic development.
5. Maintains liaison with city boards and commissions, city departments, private and government officials and agencies regarding assigned projects, programs and related issues.
6. Monitors various related governmental legislative, fiscal and regulatory activities; maintains a working knowledge of implementation techniques including organizational, regulatory, fiscal and economic development techniques.
7. Assists in the preparation of grant applications.
8. Assists in drafting of planning related ordinances and regulations.
9. Understands and applies team concepts in working and dealing with associates and the general public.
10. Prepares and presents both verbal and written reports which may include public presentations; conducts related public information and citizen involvement programs.
11. Utilizes necessary computer software applications, including GIS to create and print maps, mailing list and other documents.
12. Travels to sites throughout the city or OTO region to conduct field surveys.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops, seminars, and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Possesses and maintains a working knowledge of municipal planning issues, principles, methods and techniques with specialized knowledge of urban conservation, development management, transportation, and economic development programs as required by departmental assignment. Also requires a knowledge of capital improvements programming, public finance, fiscal impact analysis, public sector lending practices, applicable regulations and regulatory devices, data sources and urban information systems as required by departmental or OTO assignment.

Abilities

Effectively execute planning activities including implementing policy and programs within established resource and budgetary constraints; effectively direct the work of assigned personnel; read, understand, and interpret a variety of written documentation and graphic material; conduct research; utilize a variety of computer software applications; effectively present data and information in visual aid form; compile a variety of data and information; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates, customers, and the general public; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City’s stated mission and philosophy; present an overall professional image; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Typically requires graduation from an accredited college or university with specialization in Urban Planning, Geography, Public Administration or a related field, plus at least one year of appropriate experience. A Master’s Degree may be substituted for the required experience; directly related professional experience may be substituted for the formal education requirement on a year-for-year basis.

Physical Requirements

Ability to operate computer hardware such as a keyboard and mouse; push and pull up to 25 pounds; hold and grip objects.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment; may work outdoors when conducting field surveys and therefore susceptible to extreme weather conditions.

Licensing/Certification

None required.

Miscellaneous Requirements

Attends required evening meetings; if operating a motor vehicle for the purpose of completing job duties, must possess a valid Missouri Motor Vehicle Operator’s License.

Last Revision:	February 8, 2012	GENERAL ORDINANCE NO. 3324
Comments:	Updated Abilities	Date: June, 1982

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____