

TOWN OF COLLIERVILLE, TENNESSEE CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: PLANNER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform responsible, complex professional work in a variety of current and long range planning studies

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Reviews and prepares reports on requests for zoning changes, zoning variances, and proposed ordinances concerning planning related matters.

Conducts field studies and surveys to collect original research data for planning projects which requires driving to the project site, including undeveloped properties; conducts research studies on land use issues in the Town and determines approaches to formulate remedies; researches and prepares background information on annexation proposals.

Collects housing, population, and new construction activity data for use in planning studies.

Compiles information and writes background material on agenda matters before the Planning Commission, Board of Zoning Appeals, and the Design Review Commission; meets with interested citizens and groups, developers, design professionals, and others to present information related to planning studies, regulatory provisions, and pending applications under review by a particular board or commission.

Discusses proposed development projects with applicants; explains ordinances and policies, the plan review process, and required information for plan and zoning submittals.

Reports to the Town Planner, and other administrative officials as needed, on the status of particular planning projects and activities.

Prepares or completes various forms, reports, correspondence, log books, checklists, project status reports, project release forms, statistical data, histograms, studies, project schedules, engineering designs, construction plans, contract documents, sketches, drawings, spreadsheets, or other documents.

Receives various forms, reports, correspondence, payments, project plans, contract documents, right-of-way documents, agenda requests, agendas, planning reports, pay requests, project schedules, project budgets, contracts, agreements, maps, plats, aerial photographs, laws, codes, ordinances, policies, procedures, standards, manuals, catalogs, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a personal computer, motor vehicle, measuring devices, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, e-mail, Internet, or other computer programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.

Communicates with supervisor, Town officials, employees, other departments, developers, engineers, architects, surveyors, inspectors, consultants, property owners, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Attends meetings and makes presentations as needed.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops, seminars, and training sessions as appropriate.

Maintains an awareness of proper safety procedures and guidelines and applies these in performing daily activities and tasks.

Attends work on a continuous and regular basis.

ADDITIONAL FUNCTIONS

Assists in developing methodology for planning projects; assists other Town departments in planning related work requests and information pertaining to development projects.

Conducts a variety of special projects, as assigned.

Attends local, regional, and occasionally national seminars and conventions for educational purposes.

Assists in the preparation of special reports on various land use control ordinance amendments.

Performs general/clerical tasks, which may include making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Requires attendance and making presentations at meetings outside regular business hours, as needed. Such meetings include but are not limited to Planning Commission, Board of Zoning Appeals, Historic District Commission, Design Review Commission, Board of Mayor and Alderman, and other relevant government and business meetings, where appropriate.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree with major course work in Urban Planning, Landscape Architecture, or closely related field; supplemented by two (2) years previous experience in a municipal planning office; or a Master's Degree in Urban Planning supplemented by one (1) year of experience in a municipal planning office; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

SPECIAL REQUISITES

Must possess and maintain a valid driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature and noise extremes, machinery, traffic hazards, or bright/dim light.

APPROVALS

James Lewellen, Town Administrator

Jaime Groce, Town Planner

Jay Jeffries, Director Human Resources

The Town of Collierville, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.