



# CITY OF POCATELLO CLASSIFICATION SPECIFICATION

## ***Long-Range Senior Planner***

Department: Planning & Development Services    Reports to: P & D Services Director    Pay Grade H14  
Date Established: 11/2020    Date Revised: 11/2020    FLSA Status: Exempt

### **CLASSIFICATION SUMMARY**

The Long-Range Senior Planner is an advanced professional level planning position. The individual performs a variety of working level professional and technical duties in the design, development, and implementation of the City's Comprehensive Plan and other long-range planning efforts. The use of GIS and other technology related to long-range planning is essential.

The job performs advanced professional work related to a variety of planning assignments which may include managing complex planning studies such as the City's Comprehensive Plan and all related land use ordinances. The position will work closely with the City's GIS Coordinator and will be required to utilize GIS in analyzing information related to studies and other needs of the department. The position works regularly with other City departments and will develop relationships with the public through public outreach and engagement. Additionally, the position will work closely with the development industry including, but not limited to, builders and developers, architects, engineers, and realtors.

The job requires a Bachelor's Degree in Planning or a related field, with a Master's Degree preferred, and five years' experience in planning, urban studies, public administration, or a related field.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment is a Department office environment. Some field work visiting development sites is required. The noise level is generally moderate.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)***

Researches, analyzes, develops, and implements long-range comprehensive plans and special studies including historic preservation, code revisions and amendments, topical elements, and neighborhood plans.

Ensures collection and compilation of data for technical reports; engages in data analysis related to population, housing, and other growth and development information and trends to address problems and issues in the community. Conducts studies and prepares and presents reports to inform decision makers, advisory committee members, and the general public.

Create exhibits (sketches, diagrams and drawings) as necessary to communicate design intent.

Coordinates on growth and development issues, while exercising considerable initiative and independent judgment, coordinating special projects and collaborating with other departments in performing assigned duties.

Answers inquiries and provides information to the public on City planning and zoning ordinances and regulations. Works regularly with members of the development industry including, but not limited to, builders and developers, architects, engineers, and Realtors.

Performs assignments related to community outreach and public education, including special presentations to civic groups and other interest groups.

Reviews and processes land use requests relating to long-range planning including, but not limited to, preliminary plats, vacations, Planned Unit Developments (PUDs), rezones, amendments to the Comprehensive Plan and related land use ordinances, and related applications.

May serve as staff liaison to the Mayor and City Council, Planning and Zoning Commission, Open Space Committee and other city agencies, commissions, and groups.

Stays current on federal, state, and other applicable laws, statutes, and codes governing land use, planning, zoning, and related issues. Confers with City legal department on recommended changes and updates.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

### **CLASSIFICATION REQUIREMENTS:**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

#### **Knowledge of:**

- Advanced principles, methods, techniques, and objectives of land use planning, zoning, and development;
- One or more planning disciplines, such as urban design, affordable housing, economic development, land use, or long-range planning;
- Proficiency with computer software such as Microsoft Word, Excel, Outlook and PowerPoint is essential. Knowledge of ArcMap GIS, SketchUp, and Adobe Creative Suite software is highly desirable;
- City Comprehensive Plan; development, planning, and zoning ordinances; and all other applicable and relevant ordinances, regulations, and codes;
- Department policies and procedures;
- City, state, and other applicable codes, statutes, and regulations on public hearings for land use, planning, and zoning issues;
- General geography, layout, and topography of the City;
- Operation of basic office equipment and a personal computer and job-related software applications.

#### **Skill and Ability to:**

- Review and process complex comprehensive plan amendments, rezonings, annexations, plats and other land use processes;
- Analyze and compile technical and statistical data and prepare reports; utilize computer software to prepare professional reports, spreadsheets, maps, and presentations;
- Develop project budgets, administer bidding process, verify contract expenditures and compliance;
- Conduct and analyze planning studies and present the findings in an understandable manner; communicate clearly and concisely, orally and in writing; interpret and explain planning and zoning programs to the general public;
- Provide professional planning assistance to member communities on varied land use projects;
- Work in regional program areas relating to natural/water resources planning, community development, hazard mitigation, transportation, and others;
- Perform field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans;
- Schedule and conduct meetings with advisory boards and elected officials;

- Create and present reports and other findings to staff, Planning & Zoning Board, and Council and serves as liaison to such committees;
- Maintain records, documents, and logs and prepare periodic reports;
- Demonstrate strong customer service principles including issue resolution;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

**ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS**

- Bachelor’s Degree in land use planning urban studies, public administration, or a related field is required and a Master’s Degree is preferred;
- Certification by American Institute of Certified Planners (AICP) is preferred;
- Idaho Driver’s License is required;
- Five (5) years land use planning and supervisory experience is preferred; or

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

**PHYSICAL REQUIREMENTS**

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to handle materials, manipulate tools, keyboard and type, reach with hands and arms, and operate job-related equipment. The employee must occasionally lift and/or move up to 25 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.