



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Planner I	BAND/LEVEL:	PROF II
DEPARTMENT:	Planning & Development Services	JOB NO:	2320
DIVISION:	Current Planning	DATE:	04/30/2018
REPORTS TO:	Manager, Current Planning	FLSA STATUS:	Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	601
REPLACES:	Planner (Current Planning)	LAST REVISED DATE:	03/25/2012

JOB SUMMARY STATEMENT:

Reviews and analyzes development proposals, prepares staff comments and provides staff support for various review bodies. Responds to Zoning and Development inquiries from staff and the general public. Participates on the Plan Review Committee. Assists with updates of long range planning documents. Serves as Planner of the Day.

DUTIES AND RESPONSIBILITIES:

1. Serves on the Plan Review Committee. Act as project manager for assigned cases. Reviews development proposals to ensure compliance with City’s development ordinances, adopted policies and guidelines. Coordinates communication with internal staff and applicants ensuring applicants are aware of issues, alternatives, deadlines, notice requirements and fees. Prepares a staff report and stipulations for presentation to the appropriate review body. Coordinates supporting maps, plans and other documents to effectively communicate proposals to the review body, general public and for placement on the web.
2. May assist with updates to the Comprehensive Plan, Annual Development Report and related documents and maps. Compiles data related to land use, population, housing and development for use in updating long range planning documents.
3. 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.
4. Reviews construction plans for assigned developments against plans approved by Planning Commission. Completes reviews within the established time frames. Communicates results of review.
5. Identifies and makes recommendations regarding enhancements to division procedures, codes and guidelines and the development review process. Researches proposed amendments to the Unified Development Ordinance and other codes, polices and guidelines and makes recommendations to staff and review bodies.
6. May review traffic studies and make recommendations to Planning Commission and City Council based on findings of studies.
7. 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.

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8. 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, civil engineering, traffic engineering or a related field.

EXPERIENCE:

- Six months - one year experience in municipal planning.

SKILLS:

- Excellent oral and written communication skills.
- Good listening skills.
- Group presentation skills.
- Good word processing, spreadsheet and graphic presentation skills.

MENTAL REQUIREMENTS:

- Ability to read and comprehend city and state regulations.
- Ability to read and understand construction plans.
- Ability to design research methodologies.
- Analytical skills.
- Diplomacy and judgment.
- Alpha and numeric recognition.
- Logical reasoning.
- Ability to learn and understand PC software applications.
- Ability to work independently and as part of a team.

PHYSICAL REQUIREMENTS:

- Hand and eye coordination adequate to input into computer.
- Visual stamina and acuity adequate to review alpha/numeric data.
- Ability to make and receive phone calls.
- Ability to adjust to high noise levels.

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.