

City of Breezy Point

Job Description

Title: Planning & Zoning Administrator	FLSA Status: Exempt
Department: Administration	Position Status: Regular Full-Time
Accountable To: City Administrator	

Job Summary:

To develop and implement land use plans, regulations and policies; conduct the development/project review process, and ensure a positive and effective enforcement of City policies and ordinances. Under limited supervision, performs varied and responsible technical work requiring the exercise of initiative and knowledge of the planning and zoning function and general knowledge of the overall operations of the City. Provides customer service to landowners and general members of the public in the area of planning, zoning and permit applications.

Scope of Responsibility:

Responsible for all planning and zoning related duties, the Planning & Zoning Administrator makes highly technical administrative decisions within established procedures and precedent with a high level of discretion, notifying the supervisor whenever appropriate. This position is the primary staff member assigned to support the Planning Commission.

Essential Duties and Responsibilities:

1. Coordinates, reviews and evaluates proposed land use/development plans and building permits.
 - Represents the City in concept plan review and pre-application meetings with applicants.
 - Reviews building permit applications and land use requests for completion of necessary application materials and for compliance with zoning.
 - Conducts research and analysis relative to current development proposals, and other assigned projects based upon appropriate plans, policies and ordinances.
 - Checks maps to determine whether wetland, lakeshore or on-site septic considerations are involved.
 - Calculates building permit costs for standard applications that do not require review by the building official and provides general estimates on others pending approval by the building official.
 - Issues permits for routine applications not requiring consultant or building official review.
 - Ensures notification of related agencies in accordance with legal requirements and City policies.
2. Attends Planning Commission and City Council meetings to present information relevant to applications and projects.
 - Prepares meeting agendas for the Planning Commission and includes necessary supporting documentation, including background analysis, recommended disposition and resolutions, to assist the members in their decision-making process.
 - Schedules public hearings and arranges for proper publication and distribution of legal notices through the media and mail as required under state and city requirements.
 - Distributes the agenda, consultant reports and correspondence to Planning Commission members in time for adequate review and meeting preparation.

- Attends all Planning Commission meetings and communicates with the Planning Commission regarding business at hand.
 - Coordinates the processing of Conditional Use and other zoning permits to conform with legal and City requirements.
 - Ensures official minutes of the Planning Commission meetings are maintained.
 - Presents planning activities to the City Council and advises as necessary in the Council's decision-making process.
3. Administers the City's code enforcement program in a professional and assistive manner.
- Investigates complaints and code violations.
 - Prepares letters, notices and reports, as necessary to document situations.
 - Maintains files and advising property owners of code requirements and enforcement procedures in obtaining compliance.
 - Drives within the city to observe site conditions and take pictures for use in processing applications or in documenting and formulating responses to violations.
 - Responds to code violations reported by the public or observed by City staff and notifies offending parties by telephone or letter of a need to take corrective action, documenting complaints and contacts in the public files.
 - Under direction of the Assistant City Administrator, works with the City Attorney to assist with enforcement procedures when necessary.
 - Identifies inconsistencies in code provisions and recommends revisions.
 - Recommends ordinance amendments relative to emerging issues before they become problematic.
4. Serves as the contact person with external planning, zoning and inspection consultants.
- Refers applications to appropriate consulting staff for review and recommendations.
 - Receives consultant recommendations or approved permits and forwards them to applicants.
 - Monitors the timeliness and quality of consultant response to ensure a high level of customer service and compliance with statutory timelines, reporting problems to the supervisor.
 - Notifies consultants of meetings and agenda items and ensures that they will be available to report findings and recommendations.
5. Performs other duties as assigned or apparent.
- Maintains computer databases and systems needed in the course of performing functions assigned to this position.
 - Ensures the efficient storage and retrieval of information by establishing a systematic filing system.

Minimum Qualifications:

Four (4) year Bachelor Degree in planning or related field and a minimum of three years' of demonstrated municipal experience in planning related activities or comparable private sector experience or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position. The job requires excellent interpersonal skills and the ability to operate personal computers and proficiency with Microsoft Word, Excel, and GIS. Requires a Minnesota driver's license.

Desirable Qualifications:

Five years' experience with planning and zoning, land development, real estate or similar work and AICP certified.

Physical Demands & Working Conditions:

Worked is performed in both office and field settings. Sufficient mobility is necessary to navigate natural terrain and construction sites. Visual acuity sufficient to evaluate field conditions, plans and drawings as necessary. Ability to communicate orally in person and over the telephone. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and other office equipment.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City retains the discretion to add duties or change the duties of this position at any time.