



CITY PLANNER POSITION DESCRIPTION

GENERAL PURPOSE

The position is responsible for long-range planning programs and projects. The City Planner researches and analyzes data for complex land use planning projects for the City of Deadwood; performs professional work of technical difficulty, provides technical expertise on short and long-range planning including land use, transportation, zoning, development review, economic development and historic preservation matters, and other areas of planning impact; coordinates work with state and regional land use agencies, advocacy groups, and the public. The decisions and actions of the position significantly affect the quality of Deadwood's built and natural environment, the public's health, and welfare.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Deadwood City Commission and the Planning and Zoning Commission.

SUPERVISION EXERCISED

This position exercises supervision over technical, clerical, and professional personnel associated with the Planning Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as staff to the Deadwood City Commission and the Planning & Zoning Commission on matters relating to city planning.
- Provides oversight, assists and/or prepares reports, staff reports, meeting agendas and correspondence related to city planning matters.
- Organizes, attends as necessary, and ensures recordation of committee meetings as directed.
- Performs complex and specialized professional planning activities; uses knowledge of planning and growth management, public policy, land use law, and natural resource issues to assist in developing plans and completing planning projects.
- Researches and analyzes data for long range planning projects; resolves problems within scope of authority.
- Identifies long range planning issues and policies and assists in developing work program priorities.
- Assists in formulating long range plans and implementation strategies and regulations for the City of Deadwood; drafts and presents land use code amendments, policy recommendations and plan proposals to policy

makers and the public; tracks the implementation of plans once completed and adopted.

- Designs and executes innovative public outreach and engagement strategies to ensure timely communication and meaningful dialog and informed input into policy development and decision making.
- Coordinates with state, federal and regional agencies on natural resource planning, oil and gas leases and land use development referrals.
- Provides comprehensive technical and professional planning services to achieve structured and organized growth and development in the City; assures long range plans are in compliance with city codes, policies, and procedures, and state and federal regulations, as applicable.
- Supports the relationship between city government and the public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and city staff; maintains confidentiality of work-related issues and city information.
- Provides technical advice to the City Commission, the Planning & Zoning Commission, the Historic Preservation Commission, city staff, architects/engineers, contractors, and the public.
- Participates in the annual budget preparations and monitoring.
- Maintains amicable relationships with various local, state, and national media.
- Serves as ex-officio member and voting member of various organizations and entities on a local, state, and national level while serving as the City Planner.
- Prepares for and attends the City Commission meetings as well as the Planning & Zoning Commission and the Deadwood Historic Preservation Commissions, as necessary.
- Maintains the knowledge and understanding of all rules and regulations pertaining to city planning and subdivision regulations with consistent application and enforcement, including knowledge of pertinent State Statutes and practices that influence planning and zoning.
- Meets with engineers, architects, developers, city staff, etc., either independently or as part of a staff team, to discuss the details of their proposals, and provides guidance as warranted with respect to a project's conformance with the City's standards.
- Participates in training opportunities to refresh existing knowledge and remain informed of new regulations, statutory changes, and case law that affect the interpretation, administration and enforcement of city planning matters.

- Responds to requests for information from any member of the public on city planning matters and provides information that is readily available in files in accordance with department policies.

PERIPHERAL DUTIES

- Performs a variety of miscellaneous duties as assigned.
- Participates in staff and safety meetings and other departmental functions to coordinate activities and ensure the smooth, efficient, and effective operation of the department(s).
- Though a position with statutorily defined duties, the City Planner also functions as part of a departmental team and as a part of a broader local governmental entity. Needs to maintain lines of communication and cooperation among other departments and staff.
- Assists in planning activities, such as providing data and analyses, assisting in the zoning revision process, providing feedback on recommended zoning changes, or other activities.
- Assists the support staff in maintaining appropriate records and files and assuming clerical duties as necessary in order to meet obligations.

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Urban and Regional Planning, Engineering, Earth Sciences, Landscape Architecture, or Public Administration; Master's Degree Preferred or combination of experience, education, or expertise.
- Professional certification through the American Institute of Certified Planners (AICP) is desirable.
- Four years of progressively responsible experience with community development and urban planning programs.

NECESSARY KNOWLEDGE SKILLS AND ABILITIES

- Project management principles, practices, and methods.
- Administrative principles and practices to include goal setting and program budget development and implementation.
- Possess an ability to work and communicate effectively, both orally and in writing, with local and state agencies, as well as consultants.
- Position requires understanding, experience, and enthusiasm for engaging the public in community planning matters.
- Handling multiple tasks simultaneously, under pressure, and in emergency and stressful situations.
- Working efficiently both independently and as part of a team.

- Organizing and prioritizing work to meet deadlines.
- Developing, understanding, interpreting, and communicating policies and procedures.
- Establishing and maintaining effective working relationships.

SPECIAL REQUIREMENTS

- Ability to attend evening and weekend meetings and project meetings as necessary.
- Must possess or be able to obtain a valid South Dakota driver's license.
- Ability to work and communicate with elected and appointed officials and the public with appropriate etiquette and diplomacy (written and oral).
- Telephone and etiquette skills.
- Ability to speak before groups and organizations.
- Ability to pay close attention to details.
- Able to work independently with little or no supervision.
- Prioritize and schedule workload appropriately to meet deadlines.

TOOLS AND EQUIPMENT USED

Computer and associated software such as Microsoft Office suite or equivalent, digital camera, telephone, photocopier, and other office equipment.

PHYSICAL DEMANDS

The physical demands attached hereto are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee will be required to perform onsite inspections of construction and project sites. Prolonged walking over uneven terrain, on stairs, handgrip to pull oneself over obstacles to conduct and perform site inspections and specific evaluations. Job requires periods of sitting, standing, bending, and occasional lifting. Some other requirements include a normal range of hearing and manual dexterity to operate keyboard, telephone, photocopier, and other office equipment as needed.

WORK ENVIRONMENT

- The work environment characteristics attached hereto are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee frequently works outside and is exposed to all types of weather conditions and different

terrains. Employee is also frequently exposed to indoor working conditions.

SELECTION GUIDELINES

- Formal application, rating of education and experience, oral interview, and reference check; job related tests may be required.
- The job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.