

## **CITY OF HAZEN**

**POSITION:** City Planner (non-exempt)

**REPORTS TO:** City Auditor

### **SUMMARY:**

Work with developers and citizens regarding city ordinances pertaining to zoning issues, platting requirements, flood plain ordinance and other ordinances not pertaining to the police department. Research and draft city ordinances as required.

### **DISTINGUISHING CHARACTERISTICS:**

The City Planner is a stand-alone classification which is distinguished from other classes by its responsibility for performing a variety of professional activities for the City.

### **ESSENTIAL DUTIES:**

1. Serves as a community resource to local businesses, citizen groups and agencies to include: explaining and interpreting the overall zoning and flood plain ordinances to community groups; maintaining current knowledge of all state and federal regulations affecting the planning and zoning process, and flood plain regulations; interpreting complex laws to community groups; and, maintaining and promoting open communication between department and regulatory agencies.
2. Responds to citizen complaints and concerns regarding ordinance violations, i.e. unmowed grass/weeds, trashy yards, etc. Sends letters to violators to take appropriate action.
3. Assist owners with LOMAs and maintain records for approved applications.
4. Serve as liaison between various local, state and federal agencies.
5. Responsible for certification of Special Assessments and receipt and recording payments for Special Assessments. Assist the Special Assessment Commission as needed with spreading of special assessments.
6. Research and draft applications for various grants.
7. Locate property pins for citizens.
8. Respond to inquiries about the sale of city lots.
9. Keep current record of property owners in the city.
10. Serve as secretary for the Hazen Planning and Zoning Commission, recording minutes and maintaining a copy of the minutes.
11. Miscellaneous
  - Look up and receive water bills
  - Receive misc. payments to the city/park dist/city court
  - Booking City hall for events

Locate and mark cemetery plots

12. Performs other duties of a similar nature of level, as required.

**KNOWLEDGE** (position requirements at entry):

Knowledge of:

State, local and federal regulations governing the zoning and flood plane regulations;

State and local regulations governing the special assessment regulations;

Familiarity land surveying principles and techniques.

**SKILLS** (position requirements at entry):

Skill in:

Writing clear and concise memos and reports;

Maintaining accurate files and records;

Interpreting state and federal regulations governing the assessment process;

Inspecting and appraising real estate property;

Prioritizing and handling multiple projects;

Using computers and related software applications;

Communication, interpersonal skills as applied to interaction with coworkers, supervisor, general public, etc. sufficient to exchange or convey information and to receive work direction.

**TRAINING and EXPERIENCE** (position requirements at entry):

Bachelors degree in city planning or experience in city planning department or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**LICENSING REQUIREMENTS** (position requirements at entry):

Valid North Dakota Driver's License.

**PHYSICAL REQUIREMENTS:**

Positions in this class typically require: climbing, stooping, kneeling, crouching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to travel.