

**CITY OF LA VISTA  
MAYOR AND CITY COUNCIL REPORT  
JANUARY 15, 2019 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
POSITION DESCRIPTIONS: NEW AND UPDATE	RESOLUTION ORDINANCE ◆ RECEIVE/FILE	RITA RAMIREZ ASSISTANT CITY ADMINISTRATOR DIRECTOR COMMUNITY SERVICES

**SYNOPSIS**

A job description for a new Assistant Planner position has been created. Additionally, the job description for the existing Planner position has been updated and retitled Senior Planner.

**FISCAL IMPACT**

Both positions are currently included in the biennial budget.

**RECOMMENDATION**

Approval.

**BACKGROUND**

A new full time Assistant Planner position was approved in the FY19-FY20 biennial budget and funded for hire after January 1, 2019. The Community Development Department currently has a part time intern position to help with research and task work associated with the planning function. With the large number of ongoing development projects, the need for a full time position to assist with planning functions is necessary. (Note: The Assistant Planner position will replace the Intern position.) A new job description has been created for that position at a pay range of 160.

The existing Planner job description has been updated and retitled Senior Planner. Many of the duties currently being performed by the Planner are typically more reflective of what a Senior Planner or Planner III position might include. With the addition of an Assistant Planner, the Senior Planner will be able to focus attention on the more complex projects and take on oversight duties for other planning work performed by the Assistant.

It is also proposed that the pay range for the Senior Planner position be reclassified to a 180 from 175. The results of the 2016 Compensation Study were reviewed with regard to both planning positions. Based on that study the 160 and 180 ranges are comparable to the market for these planning positions.

## POSITION DESCRIPTION CITY OF LA VISTA

**POSITION TITLE:** Assistant Planner  
**POSITION REPORTS TO:** Senior Planner  
**POSITION SUPERVISES:** N/A

### **DESCRIPTION:**

Under the administrative direction of the Senior Planner, performs a wide variety of professional planning and zoning-related tasks.

### **ESSENTIAL FUNCTIONS:** (with or without reasonable accommodation)

1. Provides information on land use applications, ordinances, codes, design guidelines, plans and related regulatory information to architects, engineers, developers, contractors, owners and interested persons.
2. Assists in the review of development and related land use permit applications and site plans; examines applications for compliance with established plans and ordinances, and applicable local, state and federal regulations; prepares reports and related data as required.
3. Organizes and attends meetings of the Planning Commission and Board of Adjustment. Attends meetings of the City Council as required or directed.
4. Assists in the processing of applications to the Planning Commission and Board of Adjustment.
5. Administers and interprets the zoning ordinance; writes staff reports on rezoning and conditional use permit requests and proposals; conducts site reviews and evaluations of proposed projects; meets with developers; conducts research on zoning ordinance changes.
6. Administers sign code regulations; meets with business owners and sign company officials; reviews decisions with the building official for compliance; prepares variance and appeal cases to the Planning Commission.
7. Assists in the administration of the subdivision regulations; meets with developers to review requirements of subdivision regulations, reviews plats for conformance with regulations; organizes and conducts subdivision review meetings.
8. Assists in the preparation of amendments to the city's comprehensive plan, zoning ordinance and subdivision regulations, using recognized principles and practices of urban planning.
9. Assists in the review of commercial projects to ensure conformity with the principles of good planning and land use practices and for compliance with the city's development requirements.
10. As directed, conducts special studies periodically; coordinates study efforts with outside consultants; provides data, research and special reports upon request from other city departments, researches demographic and economic conditions, land use and housing.
11. Coordinates plan and document review by various City departments and external agencies.
12. Prepares written staff reports for Planning Commission and Board of Adjustment.
13. Makes presentations to Planning Commission, Board of Adjustment and City Council as directed.
14. Performs other duties and responsibilities as directed or as the situation dictates.

**Note:** Physical examination and drug screening tests will follow all conditional offers of employment

### **ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS**

The physical demands and work environment characteristics listed below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors and outdoors and requires routine walking, standing, kneeling, bending, crouching, reaching, stooping and climbing. Duties require the ability to tolerate an indoor and outdoor work environment which includes contact with dirt, dust, noise and inclement weather conditions.

An incumbent must have the ability to lift various office supplies and related equipment weighing 25 pounds. Incumbent must have the ability to operate a motor vehicle and maneuver bodily over rough terrain. Work may occasionally be required in times of darkness. Vision abilities include close vision, distance vision, depth perception, and the ability to adjust focus. Hearing abilities must be correctable to level adequate to perform essential functions. The noise and odor levels may be moderate to intense depending on activity performed.

#### **EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE**

1. Graduation from an accredited four-year college or university with major course study in city planning, urban land use planning, public administration or closely related field.
2. Certification by the American Institute of Certified Planners (AICP) is desirable.
3. Must possess valid drivers license.
4. The City may accept any equivalent combination of education and experience.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Considerable knowledge of urban planning principles and practices as they pertain to zoning and other regulations, development proposals, and comprehensive planning.
2. Knowledge of zoning laws and comprehensive plans, including their formation, process of adoption and enforcement.
3. Ability to read and interpret plans and applicable development regulations and ordinances.
4. Knowledge of Federal, State and Local regulations.
5. Knowledge of research methods and data evaluation.
6. Ability to utilize computers and various software applications (including knowledge of or experience with ArcView) in the performance of job duties.
7. Ability to review and make recommendations related to the city's development regulations.
8. Ability to enforce regulations with firmness, tact and impartiality.
9. Ability to utilize independent judgment in the performance of duties.
10. Ability to accurately perform mathematical calculations in the performance of job duties.
11. Ability to apply departmental policies and procedures in the performance of job duties.
12. Ability to accurately prepare and maintain various records, reports, correspondence and other departmental documents.
13. Ability to work independently and effectively, as part of a team and with the public.
14. Ability to relate to the general public in a courteous and tactful manner.
15. Ability to perform job duties efficiently while managing frequent interruptions.
16. Ability to plan and organize a personal work schedule, set priorities and meet deadlines.
17. Ability to operate common office equipment and telephones.
18. Ability to communicate effectively both orally and in writing.
19. Ability to protect confidential information.
20. Ability to work a varying schedule, including evenings and weekends.
21. Ability to establish and maintain effective working relations with city officials, fellow employees, members of the public and patrons.
22. Ability to maintain regular and dependable attendance on the job.

#### **Contributions this Position Makes to the City**

This position provides highly responsible assistance to the Senior Planner and contributes to the success of the City by assisting with strategic initiatives dealing with community development, planning and design, zoning and land use.

**Disclaimer**

This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the position change over time.

I have read and understand the requirements of this position description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## POSITION DESCRIPTION CITY OF LA VISTA

**POSITION TITLE:** SENIOR Planner  
**POSITION REPORTS TO:** Community Development Director  
**POSITION SUPERVISES:** ASSISTANT PLANNER

### DESCRIPTION:

Under the administrative direction of the Community Development Director, performs a wide variety of professional planning and zoning-related tasks.

### ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Assists in the development and implementation of goals, objectives, policies and priorities for the Division to assure the efficient and effective operation of the Planning Division.
2. Performs advanced professional work related to a variety of planning assignments.
3. Manages complex planning studies, development applications and reviews consultant proposals.
4. Reviews complex comprehensive plan amendments, regulation amendments, rezonings, annexations, site plans, plats
5. Attends meetings with and works with regional organizations in program areas including transportation, natural/water resources planning, community development, hazard mitigation, and others.
6. Conducts advanced research and prepares statistical reports on land use, physical, social & economic issues.
1. ~~Provides information on land use applications, ordinances, codes, design guidelines, plans and related regulatory information to architects, engineers, developers, contractors, owners and interested persons.~~
2. ~~Reviews development and related land use permit applications and site plans; examines applications for compliance with established plans and ordinances, and applicable local, state and federal regulations; prepares reports and related data as required.~~
7. Reviews redevelopment applications and prepares revitalization plans and amendments.
- 3.8. Organizes/Coordinates the preparation of meeting materials and attends meetings of the Planning Commission and Board of Adjustment. Attends meetings of the City Council and the La Vista Community Development Agency as required or directed.
- 4.9. ~~Processes applications to the~~Coordinates the application review process for the Planning Commission and Board of Adjustment and serves as technical advisor to same.
- 5.10. ~~Administers and interprets~~Oversees the administration and interpretation of the zoning ordinance; writes staff reports on rezoning and special conditional use permit requests and proposals; conducts site reviews and evaluations of proposed projects; meets with developers; conducts research on zoning ordinance changes.
- 6.11. ~~Administers~~Oversees the administration and interpretation of sign code regulations; meets with business owners and sign company officials; reviews decisions with the building official for compliance; prepares variance and appeal cases to the Planning Commission.
- 7.12. Oversees the administration and interpretation of~~Administers~~ subdivision regulations; meets with developers to review requirements of subdivision regulations, reviews plats for conformance with regulations; organizes and conducts subdivision review meetings.
- 8.13. Administers design guideline regulations; meets with developers to review requirements of design guideline regulations, reviews building and landscaping design plans for conformance with design guidelines; organizes and conducts design guideline review meetings.
9. ~~Responsible for the preparation of amendments to the city's comprehensive plan, zoning ordinance and subdivision regulations, using recognized principles and practices of urban planning.~~
- 10.14. Reviews commercial projects to ensure conformity with the principles of good planning and land use practices and for compliance with the city's development requirements and design guidelines.

- 14-15. As directed, conducts special studies periodically; coordinates study efforts with outside consultants; provides data, research and special reports upon request from other city departments, researches demographic and economic conditions, land use and housing.
16. Manages complex planning studies, development applications and reviews consultant proposals.
17. Provides work direction to less experienced planning staff.
- 12-18. ~~Coordinates Oversees~~ plan and document review by various City departments and external agencies.
- 13-19. ~~Prepares Oversees the preparation of written~~ staff reports for Planning Commission and Board of Adjustment.
20. Makes presentations to Planning Commission, Board of Adjustment, ~~and~~ City Council, and the La Vista Community Development Agency as directed.
- 14-21. Meets with representatives, professionals, citizens and organizations to encourage action or resolve problems related to the Division's activities and projects; and effectively provides training and direction consistent with the City's commitment to exceptional customer service.
- 15-22. Performs other duties and responsibilities as directed or as the situation dictates.

**Note: Physical examination and drug screening tests will follow all conditional offers of employment**

#### **ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS**

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An incumbent must have the ability to lift various office supplies and related equipment weighing 25 pounds. Incumbent must have the ability to operate a motor vehicle and maneuver bodily over rough terrain. Work may occasionally be required in times of darkness. Vision abilities include close vision, distance vision, depth perception, and the ability to adjust focus. Hearing abilities must be correctable to level adequate to perform essential functions. The noise and odor levels may be moderate to intense depending on activity performed.

#### **EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE**

1. Graduation from an accredited college or university with a Bachelor's degree in planning, urban design, geography, architecture, public administration, or a related field. A Master's degree in planning is preferred.
2. A minimum of ~~four~~ six (6) years of progressively responsible public planning experience.
3. ~~T~~ and at least two (2) years of supervisory or management experience preferred.
1. ~~Graduation from an accredited four-year college or university with major course study in city planning, urban land use planning, or closely related field.~~
2. ~~Two years professional planning experience, preferably in a municipal environment, with a demonstrated ability to manage projects.~~
- 3-4. Certification by the American Institute of Certified Planners (AICP) is ~~desirable~~ preferred.
- ~~Master's Degree and experience working in a rapid growth environment is desirable.~~
- 4-5. Must possess valid driver's license.
- 5-6. The City may accept any equivalent combination of education and experience.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Considerable knowledge of urban planning principles and practices as they pertain to zoning and other regulations, development proposals, and comprehensive planning.

2. Knowledge of zoning laws and comprehensive plans, including their formation, process of adoption and enforcement.
3. Ability to read and interpret plans and applicable development regulations and ordinances.
4. Knowledge of Federal, State and Local regulations.
5. Knowledge of research methods and data evaluation.
6. Ability to utilize computers and various software applications ~~(including knowledge of or experience with ArcView)~~ in the performance of job duties.
- ~~6-7.~~ Considerable experience with ArcView and the knowledge of the principles of Geographic Information Systems (GIS)
- ~~7-8.~~ Ability to review and make recommendations related to the city's development regulations.
- ~~8-9.~~ Ability to enforce regulations with firmness, tact and impartiality.
- ~~9-10.~~ Ability to utilize independent judgment in the performance of duties.
- ~~10-11.~~ Ability to accurately perform mathematical calculations in the performance of job duties.
- ~~11-12.~~ Ability to apply departmental policies and procedures in the performance of job duties.
- ~~12-13.~~ Ability to accurately prepare and maintain various records, reports, correspondence and other departmental documents.
- ~~13-14.~~ Ability to work independently and effectively, as part of a team and with the public.
- ~~14-15.~~ Ability to relate to the general public in a courteous and tactful manner.
- ~~15-16.~~ Ability to perform job duties efficiently while managing frequent interruptions.
- ~~16-17.~~ Ability to plan and organize a personal work schedule, set priorities and meet deadlines.
- ~~17-18.~~ Ability to operate common office equipment and telephones.
- ~~18-19.~~ Ability to communicate effectively both orally and in writing.
- ~~19-20.~~ Ability to protect confidential information.
- ~~20-21.~~ Ability to work a varying schedule, including evenings and weekends.
- ~~21-22.~~ Ability to establish and maintain effective working relations with city officials, fellow employees, members of the public and patrons.
22. Ability to maintain regular and dependable attendance on the job.

**Contributions this Position Makes to the City**

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5. Attends meetings with and works with regional organizations in program areas including transportation, natural/water resources planning, community development, hazard mitigation, and others.
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9. Coordinates the application review process for the Planning Commission and Board of Adjustment and serves as technical advisor to same.
10. Oversees the administration and interpretation of the zoning ordinance; writes staff reports on rezoning and conditional use permit requests and proposals; conducts site reviews and evaluations of proposed projects; meets with developers; conducts research on zoning ordinance changes.
11. Oversees the administration and interpretation of sign code regulations; meets with business owners and sign company officials; reviews decisions with the building official for compliance; prepares variance and appeal cases to the Planning Commission.
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2. A minimum of four(4) years of progressively responsible public planning experience.
3. Two (2) years of supervisory or management experience preferred.
4. Certification by the American Institute of Certified Planners (ACIP) is preferred.
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