



Exempt

**CITY OF NOVI
JOB DESCRIPTION**

PLANNER/SENIOR PLANNER

NATURE OF WORK

This is a professional urban planning position at the staff or support level, responsible for site plan review, ordinance interpretation, implementation of the recommendations of the Master Plan, long-term planning, community development, and advising the public on planning projects and procedures. The Planner is a full-time administrative employee within the Planning Division of the Community Development Department and reports to the City Planner for work assignments and other guidance.

RESPONSIBILITIES OR PRINCIPLE FUNCTIONS

- Works as part of a multi-disciplinary team in the Plan Review Center on all aspects of site plan review, Zoning Ordinance interpretation, report writing, and preparation of planning studies.
- Acts as project manager for proposed development projects by coordinating the review letters of professional staff and consultants and assisting applicants through the City's review procedures from initial project conception through construction.
- Interprets and applies codes, ordinances and regulations to various development applications including site plans, plats, and rezoning applications.
- Writes and presents site plan review reports, planning and zoning reviews and professional recommendations to the Planning Commission and City Council.
- Assists with updates and implementation of the Master Plan for Land Use, Zoning Ordinance, and Active Mobility Plan.
- Conducts research and prepares technical planning reports as support to departmental planning initiatives, Planning Commission, and City Council requests.
- Provides the department with professional planning capabilities in certain specialized technical areas including: non-motorized planning, fiscal impact, Geographic Information Systems, and the Capital Improvements Program.
- Provides professional staff support to the Planning Commission as a whole, subcommittees of the Planning Commission, and the Walkable Novi Committee.
- Assists the public and the Planning Commission with understanding planning procedures, ordinance requirements, and current planning projects.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- Well-developed knowledge of planning and zoning principles, laws and practices.
- Ability to review site plans, subdivision plats, architectural and engineering design drawings, and to apply provisions of the ordinances and codes to determine compliance with such regulations.
- Excellent communication skills, with a demonstrated ability to establish and maintain effective working relationships with supervisor, co-workers, developers, business owners and the public.
- Effective writing and analytical skills.

- Effective public speaking and interpersonal skills to present research findings to boards and commissions.
- Ability to manage several projects simultaneously.
- Ability to work independently or in a team environment, as needed.
- General knowledge of the basic concepts and terminology of the Engineering, Woodlands, Wetlands, Architecture, and Economic Development professions.
- Skills in the use of office equipment and technology, including computers and related software, including Microsoft Office, Arc GIS, and permitting applications.
- Conducts himself/herself in a manner that is consistent with the City's Leadership Philosophy and the ICMA Code of Ethics.
- Demonstrated ability to consistently and effectively provide a high level of service in accordance with the Novi Guest Service Guarantee Policy to all customers and visitors serviced by, as well as within in the City organization.
- Demonstrated ability to value diversity in the work place and community.

DESIRABLE QUALIFICATIONS - Planner

- Bachelor's Degree from an accredited college or university in Urban Planning, Urban Studies, Architecture, Landscape Architecture, Public Administration, or a related field.
- Graduate Degree, and AICP certification preferred.
- Prior municipal experience preferred.
- A valid State of Michigan driver's license.

MINIMUM QUALIFICATIONS – Senior Planner

- Bachelor's Degree from an accredited college or university in Urban Planning, Urban Studies, Architecture, Landscape Architecture, Public Administration, or a related field.
- Master's Degree or minimum 5 years of directly applicable experience and AICP certification required.
- Minimum of 2 years of professional planning experience with the City of Novi in the Planner position, or with a comparable community.
- Demonstrated experience substituting for the City Planner at each of the following: Planning Commission committee, full Planning Commission and City Council meetings, or in similar meetings with a comparable community.
- A valid State of Michigan driver's license.

PHYSICAL DEMANDS

The physical demands and work environment described herein 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 essential functions.

Duties entail the ability to work at a computer keyboard and on the telephone for extended periods of time, operating standard office equipment requiring continuous or repetitive hand/arm movements. Move and lift objects up to 20 pounds such as mail, files and supplies.

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to use his/her hands to handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand, walk, and sit. Specific vision abilities required by this job include close vision, color vision, distance vision, depth perception, and the ability to adjust focus. The employee is occasionally required to kneel, crawl, crouch, climb, or stoop. The employee must occasionally lift and/or move up to 20 pounds. While performing the duties of this job, the employee works in a normal office setting.

The above statements are intended to describe the general nature and level of work being performed by people assigned in this classification. They are not to be construed as an all-inclusive listing of all duties which the employee may be expected to perform.

Updated: 1/26/2024