

CITY OF COLDWATER

An Equal Opportunity Employer

JOB DESCRIPTION

Position Title: Planning / Zoning Administrator

Department:	Neighborhood Services	Employment Status:	Full-Time
Reports To:	City Manager / NSD Director	FLSA Status:	Exempt
Work Hours:	8:00 a.m. – 5:00 p.m.	Annual Salary:	\$56,821 - \$76,708 (DOQ)

POSITION SUMMARY

Under the general direction of the City Manager and the Neighborhood Services Director, this individual will be responsible for the oversight of the planning, zoning and general ordinance enforcement of the City of Coldwater. This individual will be exposed to confidential matters and sensitive issues, requiring discretion on the part of the employee.

RESPONSIBILITIES, ESSENTIAL DUTIES AND FUNCTIONS

- Develop organization-wide or department-wide goals, objectives, policies and procedures
- Prepare and administer division/department operations budget
- Ensure the Planning Commission and/or City Council is kept fully informed on the condition of the organization and any trends, events or emerging issues of significance to the City's success
- Represent the organization on regional/local boards
- Implement Master Plan or other planning projects
- Review all departmental reports and presentations
- Evaluate related legislation and applicability to department projects
- Evaluate proposals to local governments for organization's planning consulting services
- Attend evening and weekend meetings
- Staff liaison to the Planning Commission, Zoning Board of Appeals and Historic District Commission and attend related public meetings and hearings
- Maintain appropriate paper and computer records
- Work with Neighborhood Services personnel and City Attorney for collection of fines and other related information
- Respond to inquiries and provide guidance to the public regarding ordinance regulations
- Resolve complex and sensitive customer service issues by phone or in writing with documented problem solving
- Perform all other related duties as assigned

QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of theory, principles and techniques of the planning profession, community and economic development and real estate development processes
- Considerable knowledge of federal, state and local laws, ordinances and codes pertaining to a wide variety of topics pertinent to local units of government
- Considerable knowledge of principles of personnel management, including supervision, training and performance evaluation

- Considerable knowledge of the methods and techniques of research and analysis
- Considerable knowledge of the principles of budgeting and finance
- Ability to understand and manage high-profile, sensitive or controversial political situations
- Ability to exercise sound and independent judgment within general policy guidelines
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with citizens, city officials, department managers, employees and business associates
- Ability to maintain attention to detail and work effectively under stress and changes in work priorities
- Ability to exercise a high degree of diplomacy and respectfulness in contentious or confrontational situations
- Effective and persuasive leadership comfortable with all levels of staff, appointed and elected officials, public stakeholders and others
- Strong written and oral communication skills, including the editing, oversight or preparation of technical reports and the presentation of information to government entities and various committees
- Strong interpersonal and public relations skills to work effectively with various officials, staff, citizens and other customers
- Strong problem-solving and negotiation skills
- Strong organizational skills

TRAINING AND EXPERIENCE

- Bachelor's Degree in Urban Planning, Public Administration or related field required
- AICP Certification preferred, or ability to obtain certification within one (1) year (preference may be given to applicants possessing qualifications above the minimum)
- Must have and maintain a valid driver's license

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The physical demands and work environment described herein are representative of those an individual may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An individual in this position spends most of their time in an office setting with a controlled climate where they sit or stand at a computer for extended periods of time, are required to talk or hear by communicating in-person and/or on the telephone, walk, sit, move around the office. The noise level in the work environment is usually low to moderate.

This individual may frequently be required to use hands or fingers to handle, reach or feel objects, tools or controls with hands and arms. This individual must occasionally lift and/or move up to 50 pounds, Specific vision abilities required by this position include close vision, distance vision and the ability to adjust focus.

*** This job description is not intended to be all-inclusive, and individual will perform other reasonably related business duties as assigned by immediate supervisor and other management as required. The City reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.*