

## Assistant Director of City Planning

### Job Profile

<b>Job Code :</b> Not Indicated	<b>Job Group :</b> Not Indicated
<b>Job Grade :</b> Not Indicated	<b>Job Family :</b> Not Indicated
<b>Department Name For This Position :</b> City Planning	<b>Position Reports To :</b> Director of Planning and Development
<b>Physical Location For This Position :</b> Not Indicated	<b>This Position Is :</b> Exempt
<b>This position is safety sensitive :</b> No	<b>Security Sensitive :</b> No

### GENERAL DESCRIPTION OF POSITION

The Assistant Director of City Planning provides professional guidance and technical assistance to the Planning Commission and Board of Adjustment and Zoning and performs specialized work functions associated with city planning and zoning within the Planning and Development Department. Work includes coordinating the monthly Planning Commission meetings, site plan/permit review, enforcement of all applicable codes, assisting in maintaining and updating geographic information system (GIS) maps and permit databases as well as assisting in the daily operations of the department.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Reviews and comments on building plans and zoning permit applications to assure compliance with requirements such as use, bulk, placement, and parking ratios.

Reviews or assists in the review of drawings and documents submitted for site plans, subdivisions, or land-use and development proposals to ensure compliance with codes, ordinances, and regulations.

Assists the Director in making detailed studies, presentations and recommendations using graphs, illustrations, narratives and statistical reports pertaining to community development functions and zoning, planning and land-use issues; collects data and analyzes data; reviews ordinances pertaining to the Planning Department and makes presentations to the Planning Commission and City Council.

Assists in analyzing effects of new legislation dealing with land use, planning, or environmental issues on City development plans, programs, and activities.

Takes lead on preparation of clear and concise reports for applications by homeowners and businesses

regarding planning and zoning appeals; attends meetings of the Planning Commission and the Board of Zoning Adjustment.

Serves as team manager for responding to questions and complaints from landowners, developers and the general public concerning Planning and Development issues. Provides information to the public regarding development regulations.

Serves as team manager which assigns, directs and participates in research and presentation of studies of land use, demographic, economic and development characteristics of areas within the City planning boundaries.

Develops and maintains automated tracking systems, hard copy files and records.

Researches and compiles information on a variety of planning issues from multiple sources.

Prepares public notices and property owner verifications.

Investigates violations of planning regulations and ordinances, including site visits.

Acts as liaison between community groups, government agencies, developers and elected officials in developing plans.

Assists in the evaluation of re-zoning, ordinance amendments, site plans, conditional use permits, variances and other proposals.

Provides technical assistance and information to staff and the public in the administration of specific planning programs, areas or ordinances.

Prepares department related maps, charts, tables, press releases, articles, summaries, agendas, and quarterly reports.

Collects a variety of statistical data and prepares reports and maps on topics such as census information and land use.

Serves on assigned Committees and Commissions regarding Planning and Development.

Prepares the agenda of items to be considered at meetings and attends all meetings of the Planning Commission and DRC.

Coordinates community review of public and private development projects.

Perform any other related duties as required or assigned.

## **SUPERVISORY RESPONSIBILITIES**

### **RESPONSIBILITIES FOR WORK OF OTHERS**

Supervises a SMALL GROUP (1-3) of employees in the SAME or LOWER CLASSIFICATION. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

### **RESPONSIBILITY FOR FUNDS, EQUIPMENT, PROPERTY, ETC.**

Same as Degree 4, but loss would range from \$150,000 to \$1,000,000.

**What departments (if any) are supervised by this position? :** Not Indicated

## **EDUCATION AND EXPERIENCE**

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Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree.

### **EXPERIENCE GENERAL**

3 years related experience and/or training.

### **EXPERIENCE MANAGEMENT**

12 to 18 months related management experience.

## **WORK SKILLS**

### **ANALYTICAL ABILITY/ PROBLEM SOLVING**

GENERAL OVERSIGHT. Activities covered by general organizational philosophy and objectives. Solving problems in novel, non-recurring or swiftly changing situations in which the approach is not fully defined. Guidance by top executive officer or business owner.

### **PLANNING**

CONSIDERABLE RESPONSIBILITY with regard to GENERAL ASSIGNMENTS in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing BASICALLY THE SAME TYPE OF WORK.

### **DECISION MAKING**

Performs work operations which permit FREQUENT opportunity for decision-making of MINOR IMPORTANCE and also frequent opportunity for decision-making of MAJOR IMPORTANCE, either of which would affect the work operations of MEDIUM ORGANIZATIONAL COMPONENT and the ORGANIZATION'S CLIENTELE.

**SUPERVISION RECEIVED**

Under general direction, WORKING FROM POLICIES AND GENERAL DIRECTIVES. RARELY REFERS SPECIFIC CASES to supervisor unless clarification or interpretation of the organization's policy is required.

**ACCURACY**

Probable errors would NORMALLY NOT BE DETECTED IN SUCCEEDING OPERATIONS and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would OCCUR QUITE FREQUENTLY in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

**MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane, algebra, solid geometry and trigonometry.

**CRITICAL THINKING SKILLS**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**MENTAL DEMAND**

CLOSE MENTAL DEMAND. Operations requiring CLOSE AND CONTINUOUS ATTENTION for control of operations. OPERATIONS REQUIRING INTERMITTENT DIRECT THINKING to determine or select the most applicable way of HANDLING SITUATIONS regarding the organization's administration and operations; also, to determine or select material and equipment where highly variable sequences are involved.

**COMMUNICATION SKILLS**

- Ability to read, analyze, and understand the most complex documents; Ability to respond effectively to the most sensitive inquiries or complaints; Ability to write speeches and articles using original or innovative techniques or style; Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

**ACCOUNTABILITES**

**FREEDOM TO ACT**

DIRECTED. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

**ANNUAL MONETARY IMPACT**

MEDIUM: Same as Degree 2, except impact would range from \$1MM to \$10MM.

**IMPACT OF JOB ON END RESULTS**

MODERATE IMPACT. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

**CERTIFICATES, LICENSES, REGISTRATIONS REQUIRED**

Valid Arkansas driver's license.

**CERTIFICATES, LICENSES, REGISTRATIONS PREFERRED**

PCED certification or ability to obtain PCED certification

AICP certification or ability to obtain AICP certification

Four year college degree in planning, geography, public administration or related field

**CONTACTS WITH PUBLIC AND EMPLOYEES****CONTACTS WITH PUBLIC**

REGULAR CONTACTS with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of CONSIDERABLE IMPORTANCE and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

**CONTACTS WITH EMPLOYEES**

Contacts with other departments or offices AND ALSO frequently with individuals in middle level positions; consulting on problems that necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

**USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

OCCASIONAL USE OF HIGHLY COMPLEX machines and equipment; specialized or advanced software programs.

**SOFTWARE SKILLS REQUIRED**

- Database: Basic
- Human Resources Systems: None

- Payroll Systems: None
- Presentation/PowerPoint: Intermediate
- Programming Languages: Basic
- Spreadsheet: Intermediate
- Word Processing/Typing: Intermediate
- Other: Advanced
- 10-Key : Basic
- Accounting: Basic
- Alphanumeric Data Entry: Intermediate
- Contact Management: Intermediate

## **PHYSICAL DEMANDS**

### **PHYSICAL ACTIVITIES**

- Stand: Occasionally
- Walk: Occasionally
- Sit: Frequently
- Use hands to finger, handle, or feel: Frequently
- Reach with hands and arms: Occasionally
- Climb or balance: Occasionally
- Stoop, kneel, crouch, or crawl: Occasionally
- Talk or hear: Regularly
- Taste or smell: Never

### **WEIGHT LIFTED**

- Up to 10 pounds: Never
- Up to 25 pounds: Occasionally
- Up to 50 pounds: Never
- Up to 100 pounds: Never
- More than 100 pounds: Never

### **VISION REQUIREMENTS**

- Close vision (use of a computer, equipment, or any other work duties that require clear vision within two feet or less).
- Color vision (interpreting color software screens or reports; work duties that require the ability to identify and distinguish colors).

### **PHYSICAL DEMAND**

MODERATE DIVERSITY, LOW PHYSICAL: Work activities which allow for a MODERATE AMOUNT OF DIVERSITY in the performance of tasks which are not as varied as those positions relating to Degree 1.

## WORK ENVIRONMENT

### ENVIRONMENTAL CONDITIONS

- Work near moving mechanical parts (spinning shafts, engines, lifts, etc.): Never
- Work in high, precarious places (tall structures, bucket lifts, extension ladders, etc.): Never
- Fumes or airborne particles (painting, sanding, solvents, flying lint or dust particles, etc.): Never
- Toxic or caustic chemicals (including potential for chemical spills, etc.): Never
- Outdoor weather conditions (exposure to outdoor heat, cold or inclement weather): Occasionally
- Wet or humid conditions (not weather-related, such as greenhouse, carwash, etc.): Never
- Extreme cold (not weather-related, such as freezer, cold storage, etc.): Never
- Extreme heat (not weather-related, such as furnace, kitchen, ovens, etc. where temperature is regularly above 100 degrees F): Never
- Risk of electrical shock (live electrical wires, equipment that retains power after shutoff): Never
- Work with explosives (TNT, dynamite, nitroglycerine, or other related explosives): Never
- Risk of radiation (x-ray equipment, nuclear radiation, electromagnetic radiation, etc.): Never
- Vibration (jackhammer, soil compactor, equipment that creates high vibration, etc.): Never

### LEVEL OF NOISE

Moderate (business office with computers/printers, light traffic, etc.)

### WORKING CONDITIONS

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

## ADDITIONAL INFORMATION

Ability to attend public meetings as required, some of which may be after normal working hours.

Experience with software programs such as Microsoft Office, Internet applications, and GIS applications. Must be willing to obtain additional education and certifications as directed by the Director for needs of the department and the city.

Completed by: Charlotte Rue

Completed date: 2026-02-10 19:48:46