



VACANCY NOTICE

Job Title: **Principal Planner**
Opening Date: Monday, May 1, 2017
Closing Date: Open until filled
Status: Full time – Exempt
Starting Pay: Grade 8 –Pay Range \$22.80-\$30.27/Hour DOQ

PRIMARY PURPOSE The primary purpose of this position is to develop and implement comprehensive plans for the physical development of the community and to responsibly administer the various land use regulations of the City in coordinated fashion.

ESSENTIAL DUTIES:

1. Plays a principal role in the development and maintenance of the City's Comprehensive Plan.
2. Administers the City's Land Use Regulations in a way that safeguards and protects the community and implements the Comprehensive Plan.
3. Responsible for administering the following review processes:
 - a. Residential building permits
 - b. Commercial building permits
 - c. Zoning Map amendments
 - d. Subdivision platting
 - e. Special Use permits
 - f. Variances and Appeals
4. Responsible for providing testimony and analysis to the various boards and committees of the City, including the Mayor and City Council, pertaining to land use planning.
5. Identify long-range planning issues, including infrastructure needs, and formally incorporate recommendations and policy alternatives into various planning documents.
6. Responsible for rendering determinations as to the meaning and application of the City's Zoning Regulations.
7. Responsible for maintaining an accurate Zoning Map of the City.
8. Responsible for responding to inquiries from external and internal persons and agencies concerning the City's Land Use Regulations and Comprehensive Plan.
9. Organize and coordinate public input and participation for a variety of planning initiatives.
10. Prepare various studies, analyses, and reports pertaining to the City's planning initiatives and processes.
11. Prepare and update various documents, newsletters, and web content for public consumption.
12. Collect, analyze and interpret data relating to demographic, economic and land use characteristics and trends.

13. Responsible for conducting investigations for code and ordinance violations; researches records; collects and analyzes data; reads, interprets and verifies legal descriptions, maps, aerial photographs, and conducts field surveys.
14. Maintains applicable legal and technical records and reference materials.
15. Travels to zoning sites to display proper signage, to ensure maps are accurate, to better understand possible land usage, zoning classifications, etc.
16. Maintains full and accurate records of all actions pertaining to city business in the course of completing duties and tasks.
17. Serve as the City's designated Floodplain Administrator.
18. Represents the City on various boards, organizations, and committees.
19. Deals effectively and courteously with fellow employees and the general public.
20. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

Must have a Bachelor's Degree in Urban Planning, Geography, or related field plus three to five years of previous planning experience in municipality setting. Master's degree and prior supervisory experience is preferred.

Licensing/Certification Requirements:

1. Must possess a Missouri Driver's License.
2. American Institute of Certified Planners or equivalent certification preferred.
3. Certified Floodplain Manager certification preferred.

Miscellaneous Requirements

- May be required to work a variety of shifts including nights, weekends, or holidays.
- Subject to emergency call-in.
- Must be a dependable person due to the small size of the work force.
- Must successfully complete pre-employment substance abuse testing.
- Must successfully complete pre-employment background investigation.

Application and complete job description available at www.republicmo.com. Application must be completed and submitted to HR, City Hall, 213 N. Main, Republic, MO 65738 by the specified deadline.

THE CITY OF REPUBLIC IS AN EQUAL OPPORTUNITY EMPLOYER.