Job Description

Job Title:	Planner	Classification:	Classified
Department:	Planning, Development and Neighborhood Services	Grade:	200
Occupational Group:	Planning	FLSA:	Non-exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision; performs planning, zoning, community development and MPO tasks and functions for the City of Joplin. Reports to the Director of Planning, Development and Neighborhood Services.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential. ***The essential functions below include functions for the Planner positions in multiple divisions. Certain essential functions below are specific to the division assigned.***

1. Assists applicants, researches items, prepares agendas, organizes meetings, and summarizes data for the Historic Preservation Commission, Planning and Zoning Commission, Board of Adjustment, Metropolitan Planning Organization (MPO), and the Joplin Redevelopment Corporation.
2. Compiles and summarizes the data for special use permits, rezoning requests, historic preservation requests, zoning variances and exceptions, and other actionable items.
3. Prepares project data; distributes to Commission and Council members.
4. Writes and presents formal and technical reports, working papers, and correspondence making recommendations and decisions on projects.
5. Updates City zoning maps and records. Maintains and updates the City's Comprehensive Plan.
6. Maintains records and files including plans, zoning ordinances, and other data relating to planning and zoning activities; answers questions about planning and zoning, zoning ordinances, and community development.
7. Enforces the Zoning Code; works with Neighborhood Improvement Officers and the Municipal Court as needed.
8. Reviews proposals for historic properties in accordance with the Secretary of the Interior's Standards for Historic Rehabilitation.
9. Presents requests for the Historic Preservation Commission, Board of Adjustment, Planning and Zoning Commission, JATSO Policy Board, Joplin Redevelopment Corporation, and City Council.
10. Serves as Project Manager for projects including CDBG, HOME, MPO, and other projects.
11. Prepares the Community Development Block Grant (CDBG), the HOME Grant, U.S. Department of Housing and Urban Development (HUD), and Economic Development Administration (EDA) applications for funding. Serves as Grant Manager for CDBG, HOME, MPO, and other funds.
12. Conducts environmental reviews in accordance with NEPA for the City of Joplin, the Joplin HOME Consortium, and the Jasper Newton Continuum Care.
13. Develops documents and reports for community development projects. Develops, maintains, and analyzes data needed for decision-making and tracking purposes using a variety of database software and spreadsheet applications.

14. Researches Federal regulations to determine eligibility for funding; compiles data and prepares reports for City Council and the U.S. Department of Housing and Urban Development (HUD) funding.
15. Prepares the Consolidated Plan for metropolitan Joplin; prepares documents and reports for HUD. Ensures compliance with HUD requirements; corrects issues when identified. Maintains detailed documentation to prepare for reviews and audits.
16. Develops the Planning Work Program and Transportation Improvement Program for the Joplin Metropolitan Planning Organization (MPO). Maintains detailed documentation of the Joplin MPO, including performance reports, transportation plans and data, and financial records; prepares reports for the Missouri Department of Transportation (MoDOT).
17. Assists the Director with writing Economic Development grant applications for submission to the Missouri Department of Economic Development. Works with several economic development boards and organizations.
18. Assists the Director with economic development projects and programs including Tax Incremental Financing (TIF), Community Improvement Districts (CID), Missouri Chapter 100 Bonds, Joplin Redevelopment Corporation Incentives and Missouri's Enterprise Zone.
19. Presents the City's planning goals, strategies, long range plans, mission and vision for citizens within the community, neighborhood groups, and public organizations.
20. Leads project reviews as a team member and as assigned by the Director or City Manager.
21. Writes ordinances and regulations relating to development controls.
22. Recommends priorities, schedules, and funding sources to implement public improvement plans.
23. Serves on collaborative teams with area agencies and nonprofits providing technical assistance.
24. Contributes effectively to the Planning, Development and Neighborhood Services Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Presents and attends at various meetings outside of normal business hours.
- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: HUD and CDBG guidelines and rules; economic and social characteristics and needs of the different community areas; municipal planning principles and practices; community development principles and practices; data to be used by the Planning and Zoning Commission and the City Council; City of Joplin zoning ordinances; City planning and zoning policies, procedures, and guidelines; CDBG and HOME program regulations; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with Planning and Zoning Commission members, City Council Members, grant applicants, and the public; expressing ideas effectively in oral and written form; effective communication in technical writing techniques; management and leadership skills; researching and preparing informational materials regarding planning, zoning, and community development; maintaining files, records, and reports; operating standard office equipment, including FAX machines, personal computers, calculators, and copiers; computer systems programs for developing formulas and computations for spreadsheet and database applications; Microsoft Office Suite.

Education: Graduation from an accredited college or university with a Bachelor's degree in Public Administration, Community Development, Urban Planning, or related discipline.

Experience: One year of experience in a planning environment or completion of an internship in a planning department preferred.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. American Institute of Certified Planner (AICP) certification or candidate status preferred.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position and FLSA status
Revision details: City-wide job description revision and updates; change FLSA status to non-exempt.	