



City of Cloquet Job Description

POSITION: City Planner/Zoning Administrator
DEPARTMENT: Community Development
REPORTS TO: Community Development Director

SUMMARY

Oversees and supervises all operational aspects of planning division, including planning, zoning, subdivision and wetland conservation act (WCA) administration. Manages current and long-range planning activities, prepares reports in conjunction with the preparation of comprehensive studies and reports, zoning, ordinance administration and enforcement, and provides information to the public to assist with code and ordinance compliance.

ESSENTIAL FUNCTIONS OF THE POSITION

Oversees the development and implementation of the City's Comprehensive Land Use Plan; reviews land use development applications for compliance with City plans, regulations and policies.

Oversees and monitors the planning application process and ensures applications comply with statutory requirements, and are reviewed and approved.

Coordinates and conducts plan review committee meetings with applicants or other City staff/consultants for review of development proposals.

Processes applications for variances, CUP's, re-zoning, ordinances, code revisions, plats, subdivisions and other planning applications.

Manages LGU responsibilities as WCA administrator working closely with City Engineer reviewing grading permits and with the Technical Evaluation Panel (TEP).

Researches, analyzes, coordinates, prepares and presents planning reports for the Planning Commission, City Council, EDA, Parks Commission, and TEP.

Administers the zoning and subdivision codes to ensure compliance with City plans.

Monitors State Legislature, and local and regional government activities as they relate to local planning.

Assists the public with planning and City Code questions.

Maintains public records, planning files and related materials.

Oversees planning, zoning, subdivision and wetland portions of City website including procedural forms and fees.

Assists the Community Development Director and EDA as needed on economic development activities.

Serve as staff and department liaison and attend all meetings of the Planning Commission.

Assists the Asst Public Works Director and Parks Commission on park planning and development.

Prepares and submits grant applications for City improvement and development projects.

Assists in development of the annual budget and annual department report.

Investigates complaints and violations of the City's zoning and subdivision regulations including WCA violations.

Investigates, inspects and issues home occupation permits, sign permits, and gravel mining.

Oversees Flood Plain regulations and administers the Wetland Conservation Act.

Assists the Community Development Director with the integration of our GIS system and assists other city and county departments with GIS needs and data sharing.

Provides new property addresses in consultation with County and Post Office.

Performs other duties as apparent or assigned.

SUPERVISORY RESPONSIBILITIES

Indirectly supervises employees in the Community Development Department and may provide work direction as required to such employees. Carries out such supervisory responsibilities in accordance with the City's policies and applicable laws.

WORKING HOURS

Normal working hours are from 7:30 a.m. to 4:00 p.m., Monday through Friday. Frequent night meetings and additional work hours to complete the essential functions may also be required. Punctuality and minimal absences required.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree (Master's Preferred) in Planning, Urban Studies, Public Administration or equivalent from four-year college or university. Three to five years prior experience and/or training in community planning or Zoning Administration. Training in Wetland Delineation.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, procedural manuals, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, the general public, or members of the business community. Ability to prepare reports and correspondence. Ability to give verbal presentations and speeches. Ability to effectively present information to management, public groups, City Council, and boards of directors. Ability to prepare and interpret legal description for real estate, etc. Ability to read, understand and comment on construction plans, land subdivision and site plans, etc. Ability to explain and enforce regulatory provisions.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Working knowledge of engineering principles.

REASONING ABILITY

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. Ability to work well with co-workers, private and public agencies, and the general public.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of computer operations, including the ability to learn and use computer programs, including Microsoft Office (Word, Excel, Access, One Note, Publisher) or Adobe.

Working knowledge of GIS for planning and experience with Arc Map preferred.

Knowledge of Architectural design principles, and building construction methods and materials.

General understanding of the principles and practices of urban planning, zoning, economic development, etc.

Ability to conduct site review and land use related inspections and document findings.

Ability to use geographic data sets to make informed decisions.

CERTIFICATES, LICENSES, AND REGISTRATIONS

Minnesota Class D Driver's License.

American Institute of Certified Planners (AICP) preferred.

PHYSICAL DEMANDS

The physical demands described here 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 the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is usually moderate.