



City of Burlington, Iowa Employment Opportunity

ASSOCIATE PLANNER

The City of Burlington is accepting resumes for the position of Associate Planner to assist in the coordination and administration of projects in the Community Development Department.

ESSENTIAL FUNCTIONS

Assists in performing a variety of complex, technical duties in the administration of individual projects including subdivisions, rezonings, variances and special use applications. Answer questions and provide information to citizens and the general public; respond to and resolve routine inquiries, complaints and Code violations; provide advice for zoning, land use planning, and historic preservation. See complete Job Description at www.burlingtoniowa.org or call 319-753-8178 to request a copy.

MINIMUM QUALIFICATIONS

Principles and practices of community development. Physical, social and economic aspects of community development. Legal issues present in land use development. Pertinent federal, state and local laws, codes and regulations. Basic principles of historic preservation. Bachelors degree in City or County planning or related field, or equivalent combination of education and experience. One year of increasingly responsible experience in city and regional planning, public administration and/or closely related field preferred. Must live in Iowa within ten air miles of the Burlington city limits or in Des Moines County upon employment.

ANNUAL SALARY

Starting: \$34,330 - \$40,084 DOQ, with full benefit package.

HOW TO APPLY

Submit resume to HR Director, City Hall, 400 Washington St, Burlington, Iowa 52601 on or before Friday, May 2, 2008.

THE CITY OF BURLINGTON DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

CITY OF BURLINGTON, IOWA -- Job Description jd No. 04-11

JULY 2007

ASSOCIATE PLANNER

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are not intended to reflect all duties performed within the job.

Identification

Job Title:	ASSOCIATE PLANNER
Department:	Development
Immediate Supervisor	Community Development Director

Job Summary

Assist in the coordination, administration and management of projects of the Community Development Department; analyze development proposals and site plans for conformance to City codes, plans and regulations; provide information to the general public regarding zoning, comprehensive planning and other department matters; provide highly responsible staff support to Community Development Director and City Planner.

Supervision Exercised and Received

Receives direction from the Community Development Director and/or City Planner.

Exercises no supervision.

Examples of Important Job Duties and Responsibilities--*Important duties and responsibilities may include, but are not limited to, the following:*

Essential duties and responsibilities

Participation in the activities of the Development Department. Assists in performing a variety of complex, technical duties in the administration of individual projects including subdivisions, rezonings, variances and special use applications.

Answer questions and provide information to citizens and the general public; respond to and resolve routine inquiries, complaints and Code violations; provide advice for zoning, land use planning, and historic preservation.

Assist in the preparation and review of a variety of special projects including annexation proposals, rezonings, extraterritorial zoning jurisdiction and urban design.

Participate in the review of development proposals; verify the compliance with established codes; research, and analyze submitted proposals; make recommendations related to land use issues.

Provide highly responsible staff assistance to the City Planner and acts as the City Planner in his/her absence.

Performs inspection responsibilities in the following areas:

1. Housing Codes and Standards
2. Property Maintenance Code to include Nuisance Code and Rental Housing Code.
3. Recordkeeping, reporting, and documentation.
4. Zoning Code and Standards

Function effectively within a structured system of operation exercising independent judgement, within the limits of policies, standards and precedents, using extensive observation skills.

Assist in providing staff support to a variety of boards and commission including the Planning Commission, Zoning Board of Adjustment and Historic Preservation Commission; prepare charts, graphs and maps for public meetings as requested.

Provide staff support to voluntary organizations within the city including Friends of the Depot, Snake Alley Promotion Committee, and Targeted Neighborhood organizations.

Responsible for investigating and coordinating the City's Targeted Neighborhood program; provides direct staff support for neighborhood organizations.

Assist in the coordination of the Historic Preservation program within the city; investigate, apply for and administer grants related to historic preservation; coordinate planning activities with other city departments and outside agencies and organizations.

Prepare correspondence, abatements, inspection reports, and court documents and appearances as needed.

Regular and punctual attendance.

Represent the City in a professional, responsible and trustworthy manner.

Other important duties and responsibilities

Provide staff support to the Community Development Department conducting and assisting in the preparation of special studies and projects dealing with various land use issues, assisting in the enforcement of the flood plain regulations and organizing and maintaining departmental files.

May coordinate sidewalk maintenance studies including accomplishment by volunteers.

Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of community development.

Physical, social and economic aspects of community development.

Legal issues present in land use development.

Modern office procedures, methods and computer equipment.

Pertinent federal, state and local laws, codes and regulations.

Basic principles of historic preservation.

Ability to:

Plan, organize and coordinate the work of supervisory, professional, and technical personnel.

Prepare clear and concise reports, memos, letters.

Establish and maintain effective working relationships with those contacted in the course of work including city officials, other departments, outside agencies and organizations and the general public.

Interpret and apply city and departmental policies, procedures, laws and regulations.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Communicate clearly and concisely, both orally and in writing.

Assist in the preparation of comprehensive urban plans and design projects.

Evaluate the historic preservation needed for each project.

Analyze planning issues and provide recommendations.

Maintain confidentiality in the performance of duties.

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *reviewing blueprints and maps*
- *operating assigned equipment and vehicles*
- *communicating with others.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *walking, standing and sitting for extended periods of time*
- *lifting and carrying office supplies*
- *extensive typing and graphics drawing*
- *operating assigned equipment and vehicles.*

Maintain mental capacity which allows the capability of:

- *making sound decisions and using good judgment*
- *demonstrating intellectual capabilities*
- *calculating mathematical equations*
- *analyzing plans and a variety of complex data*
- *analyzing and evaluating zoning variances activity*
- *answering questions.*

Effectively handle a work environment and conditions which involve:

- *working closely with others*
- *working alone*
- *occasionally traveling from site to site.*

Effectively deal with personal danger which may include exposure to:

- *construction sites*
- *dilapidated housing and buildings*
- *electrical, chemical and mechanical hazards*

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Minimum Experience:

One year of increasingly responsible experience in city and regional planning, public administration and/or closely related field preferred.

Minimum Training:

Bachelors degree from an accredited college or university with major course work in city and regional planning, public administration and/or a closely related field preferred, or equivalent combination of education and experience.

License or Certificate

Possession of, or ability to obtain, a valid Iowa driver's license upon hiring.

Ability to obtain future certification from the American Institute of Certified Planners (AICP) is preferred.

Working Conditions

Environmental Conditions:

Office and field environment; working closely with others and alone; occasionally traveling from site to site; may be exposed to construction sites; and dilapidated housing and buildings.

Field Environment:

Exposure to conditions that may include dust, dirt, mud, sewage and some chemicals.

Exposure to possibility of all weather elements (sun, heat, cold, rain, sleet, snow, ice, wind, etc.)

Exposure to trip-hazards, uneven surfaces, ladders, stairways, and structural failure.

Face potential exposure to poisonous weeds and dangerous animals and also infectious agents, such as Hepatitis B or H.I.V .

Face potential exposure to noise levels over 90 decibels.

Face potential exposure to sharp or falling objects.

Face potential exposure to angry and difficult people while performing highly technical responsibilities and issuing complex decisions.

Perform work in confined spaces or cramped body positions (i.e. attics, crawl spaces, closets, etc.) Face restricted visibility conditions.

Perform work in and around moving machinery and equipment.

Physical Conditions:

Essential and other important responsibilities and duties may require maintaining physical condition necessary for standing, sitting or walking for prolonged periods of time; operating a motor vehicle.

Signature/Approval

Employee

Date

Department Head

Date