



City of Two Harbors

POSITION DESCRIPTION

Class Title: Community
Development Planner
Department: City Hall
Division:
Date:

Job Code Number:
Grade Number:
Union:
Location:

GENERAL PURPOSE

Under the direction of the City Administrator, The Community Development Planner oversees planning, zoning, and economic development activity within the City. The position oversees the preparation and execution of all short and long term planning and community development documents. The Community Development Planner also acts as the zoning administrator and assists the City Administrator with community and economic development projects. The position also assists a variety of City Committees and Commissions with technical and professional support and guidance.

The position requires a thorough knowledge of modern planning, zoning, and economic development rules, regulations, and policies.

SUPERVISION RECEIVED

The person in this position is under general supervision of the City Administrator.

SUPERVISION EXERCISED

The Planner has supervision over the Contracted Building Official.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Directs and coordinates the administration, enforcement, and interpretation of the City's Zoning and Subdivision Code, Building Code, Shore land Ordinances, and Comprehensive Plan.

Responsible for timely and accurate reviews and recommendation of various development applications including plats, site plans, variance requests, conditional use permits, zoning and comprehensive plan amendments, and re-zoning requests.

Prepares reports and makes recommendations to the Planning Commission and City Council on a variety of planning, zoning, and economic development issues.

Provides technical guidance to the Planning Commission and City Council regarding modern planning practices, techniques, laws, and regulations.

Reviews building and development proposals for compliance with the City's Comprehensive Plan and applicable land use regulations.

Oversees the activity of the contracted building official and ensures that all building permits are in compliance with the building and zoning code.

Prepares or oversees the preparation of short and long range planning studies and reports in support of new and updated plans, programs, and regulations related to planning.

Updates and maintains planning records, planning and zoning fees, forms and applications, zoning and subdivision code, shore land ordinances, comprehensive plan, and zoning and comprehensive plan maps.

Assists the City Administrator in public and private community and economic development activities, including business attraction and retention.

Meets with developers and business owners on new development projects and business expansion projects to discuss plans and economic development programs.

Oversees the planning, sale, and development of certain City owned parcels.

Assists the Police Department and Building Official in zoning code, building code, and blight enforcement.

Assists the City Engineer and Public Works Director on recommendations to the Capital Improvement Plan, specifically in regards to long range planning and trail development.

Assists in preparation and administration of state and federal grant applications for various planning activities and assists other staff in their execution and reporting.

Acts on behalf of the City in coordination with local, state, and federal government and non-governmental agencies on issues related to planning activities.

Provides professional planning support services to the City Council, Planning Commission, Trees and Trails Commission, THEDA, Edna G Commission, Arts and Beatification Commission, Recreation Board, Waterfront Planning Committee, North Shore Management Board, and other committees and commissions as necessary.

Oversees the issuance and enforcement of administrative permits for temporary and permanent signs, wayfinding sign program, short term rental licenses, temporary vendor permits, and zoning certificates.

Makes formal presentations to the planning commission, city council, public, and other civic organizations regarding planning and community development topics.

Coordinates with other agencies on environmental and transportation planning.

Serves as the city's Green Step Coordinator.

Attends local or out of town training as necessary or required.

May attend occasional meetings or trainings outside of regular work hours.

Other duties or projects as assigned.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Bachelor's degree and 3 years of verifiable experience related to planning and zoning, parks and recreation, economic development, city administration, or similar.

Or

(B) Master's degree and 1 year of verifiable experience related to planning and zoning, parks and recreation, economic development, city administration or similar.

And

- (C) A valid Class D driver's license and driving record acceptable to the City.

PREFERRED MINIMUM QUALIFICATIONS

- (A) AICP Certification
- (B) ArcGIS Certification

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Knowledge of local government planning, zoning, environmental, and economic development practices and principles.
2. Knowledge of local government operations and procedures.
3. Knowledge of State land use enabling legislation.
4. Knowledge of planning best practices.
5. Knowledge of current computer hardware and software programs

Ability to:

1. Ability to work independently with minimal supervision.
2. Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments, contractors, developers, and the public.
3. Ability to understand and carry out written and oral instructions; Ability to exercise independent judgement.
4. Ability to produce accurate and high quality work products.
5. Ability to lead and coordinate public participation in planning and development projects.
6. Ability to manage multiple projects at one time.
7. Ability to meet deadlines and perform tasks within a reasonable timeframe
8. Ability to read and understand technical documents such as planning reports, topographic maps, plats, site plans, landscape plans, and construction plans.

Skilled In:

1. Skill in following directives and performing tasks that are timely, accurate, and of high quality.
2. Consensus and team building.
3. Problem solving.
4. Attention to detail.
5. High level customer service.

TOOLS AND EQUIPMENT USED

Knowledge of operation and use of motorized vehicle, computer including Microsoft Office and other similar software, GIS and mapping software, phone, modern office equipment including copier, scanner, and fax machine, handheld tablets, laptop computer, and smart phones.

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, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

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 occasionally works in outside weather conditions.

The noise level in the work environment are moderately quiet in office settings.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

MN GOVERNMENT DATA PRACTICES REQUIREMENTS AND PENALTIES

Not public data are any data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.


Not public data will be stored in files or databases, which are not readily accessible to individuals who do not have authorized access and which will be secured during hours when the offices are closed.


Not public data must be kept only in City offices, except when necessary for City business.

Only those employees whose job responsibilities require them to have access will be allowed access to files and records that contain not public data. These employees will be instructed to:

- Not discuss, disclose, or otherwise release not public data to City employees whose job responsibilities do not require access to the data,
- Not leave not public data where non-authorized individuals might see it, and
- Shred not public data before discarding.

Pursuant to MN Statutes Section 13.09, as it may be amended from time to time, the knowing authorized acquisition of not public data is a misdemeanor and constitutes just cause for suspension without pay or dismissal of the employee.

Approval: 
Dan Walker
City Administrator

Approval: 
Christopher Swanson
Appointing Authority

Effective Date: 8/13/2019

Revision History: 8/12/2019