

POSITION AVAILABLE ANNOUNCEMENT

CITY OF PARKERSBURG

City Planner

DEPARTMENT: Development

GRADE: S-5 Exempt
\$43,554/yr

Reports Directly to the Development Director.

JOB SUMMARY: This position helps to promote the best use of a community's land resources for residential, commercial, institutional and recreational purposes. This is accomplished when a holistic approach to planning and development is used to assesses and develop community improvement projects. The City Planner is also charged with helping the community address environmental, economic and social health issues as it grows and changes.

RESPONSIBILITIES, DUTIES AND ACCOUNTABILITIES:

1. Reviews major and minor subdivisions applications to ensure compliance with applicable state laws and local zoning regulations.
2. Reviews and processes zoning map amendment petitions, annexation applications, rights-of-way dedication and abandonment applications and special use permits for telecommunication facilities and outdoor dining areas in the Central Business District.
3. Perform field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans.
4. Responsible for updating and maintaining the City's Comprehensive Plan and land development regulations.
5. Oversees the City's Brownfield Initiative. This includes maintaining the City's inventory of brownfield property, writing grants to the U.S. Department of Environmental Protection Agency for brownfield assistance and working state and local officials to address brownfield related issues in the community.
6. Conducts extensive research on specific or general topics related to planning & development activities.
7. Act as the City's liaison with the W.V. State Forestry Division, Allegheny Power, Urban Foresters and other groups as they relate to tree maintenance and planting.
8. Regularly submits departmental updates to the City's website and social media platforms.
9. Write and/or assist in writing formal and technical reports, working papers, correspondences, ordinances and regulations.
10. Provide staff support and technical assistance to various commissions and boards, such as: Municipal Planning Commission, Parkersburg Urban Renewal Authority, Tree Commission, Bicycle Advisory Board, Architectural Review Board, etc.
11. Attend evening and weekend meetings as necessary.
12. Performs other related duties as assigned.

THE CITY OF PARKERSBURG IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, MILITARY VETERAN STATUS, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

2019.03

POSITION REQUIREMENTS AND QUALIFICATIONS:

Bachelor's Degree in planning, community or economic development, or closely related field with at least two years of experience. Certification from the American Institute of Certified Planners is preferred and/or should be sought after upon employment.

Strong communication (verbal & written) and interpersonal skills. Excellent computer skills. Skill in analyzing problems, identifying solutions, and implementing recommendations. Must be able to multi-task. Ability to work independently and in a team environment. Possession of a valid driver's license. Some travel required.