



MURRAY, CITY OF (KY)
invites applications for the position of:
Planner

SALARY: Commensurate with Experience

OPENING DATE: 08/05/2021

CLOSING DATE: 08/19/2021 04:00 PM

DESCRIPTION:

Under general direction, assists with planning, organizing, directing, coordinating, and evaluating all Planning activities; responsible for upgrading and maintaining the comprehensive plan, subdivision regulations, and zoning ordinance; supervises the proceedings of and makes recommendations on annexation endeavors; performs related duties as required.

ESSENTIAL DUTIES:

1. Assists with planning, organizing, directing, coordinating, and evaluating all Planning activities.
2. Responsible for maintaining the current comprehensive plan, handles inquiries from the public regarding the plan, and researches and recommends periodic text amendments to the comprehensive plan.
3. Responsible for maintaining the current subdivision regulations; handles inquiries, including reviews of proposed plats, from the public to ensure compliance with the regulations; inspects for compliance and alerts Director of Planning if violations are found; tracks letter of credits, certified checks and/or bonds; and researches and recommends periodic text amendments to the subdivision regulations.
4. Responsible for maintaining the current zoning ordinance; handles inquiries, including reviews of building permits, sign permits and proposed plats, from the public to ensure compliance with the regulations; inspects for compliance and alerts Director of Planning if violations are found; and researches and recommends periodic text amendments to the zoning ordinance.
5. Reviews plats for annexation; researches and makes recommendations; compiles information to make reports and annexation recommendations, including presentations, to the Planning Commission (supervises the proceedings) and City Council; and follows the necessary procedures on annexation endeavors.
6. Responsible for maintaining the 911 database, including assignment of addresses; communicates information to Calloway County offices; inspects locations when needed; researches and recommends text amendments to the 911 ordinance.
7. Responds to inquiries from the public.
8. Reviews plans and applications; performs research; prepares agendas, presentations, and reports for the Planning Commission and Board of Zoning Adjustments; supervises meeting proceedings to ensure compliance with KRS procedures; presents findings to City Council; and performs inspections to ensure compliance.
9. Reviews applications; researches ordinance; prepares agenda, reports, and prepares presentations; supervises meeting procedures of Architectural Review Board; and inspects to ensure compliance.
10. Assists in reviewing business license applications for compliance with zoning board; conducts research.
11. Reviews meeting minutes for accuracy.
12. Conducts research and prepares reports on various projects as directed or requested by the Director of Planning and Engineering.
13. Provides general information to City Officials, and employees of other Departments, as requested.
14. Assists in handling public inquiries and the collection of applications and fees from the public.
15. Other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Planning or closely related field. Two years of related work experience preferred.

SUPPLEMENTAL INFORMATION:

Knowledge:

1. Knowledge of the principles and practices of city planning, as they pertain to the design and development of urban and regional areas, planning research, zoning and community renewal activities.

2. Knowledge of basic computers, including general knowledge of computer mapping.

Skills:

1. Problem-solving skills.
2. Communication skills.

Abilities:

1. Ability to develop knowledge of federal and state administrative regulations, and city ordinances relating to planning activities (annexation, variances, conditional use permits, etc.).
2. Ability to analyze and systematically compile information, and to prepare reports.
3. Ability to develop and maintain effective working relationships with employees, officials, other agencies and the general public.
4. Ability to communicate information effectively, orally and in writing.
5. Ability to follow and receive instructions.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.murrayky.gov>

500 Main Street, Murray, KY 42071

270-762-0350

HR@murrayky.gov

Position #2021-018

PLANNER

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The City of Murray is an Equal Opportunity Employer
