



City of University City Position Announcement

Job Title	Planning and Zoning Administrator
Department	Community Development
Posting Date	April 26, 2017
Closing Date for Resumes/Applications	Open until filled
Pay Grade and Salary Range	(14A) \$47,787 - \$60,426
Exempt/Non-exempt	Exempt
Status	Full-Time, Monday-Friday, 8:00 am – 5:00 pm

Nature of Work

The Planning and Zoning Administrator is an entry to mid-level professional planning position in the Department of Community Development. Under the administrative direction of the Deputy Director of Community Development, the Planning and Zoning Administrator provides planning services for a variety of long and short range planning activities including development code enforcement.

RESPONSIBILITIES:

- Perform routine work associated with the administration of the Zoning and Subdivision Codes including review and processing of development applications and variance requests. Review sign, outdoor dining, and fence permit applications and site development plans/plats.
- Answer inquiries from the property owners, general public, and the development community about development codes and regulations, as well as planning applications/permits.
- Serve as the Zoning Inspector for development code compliance and address citizen complaints and concerns.
- Assist with the preparation and implementation of various long range planning projects, such as recommendations of the comprehensive plan, neighborhood plans, and land use plans.
- Assist with the preparation and conducting of public meetings and hearings.
- Keep citizens informed of the department's functions, services, and processes through brochures, bulletins, internet updates and other publications. Collaborate with other City departments, individuals, business associations, neighborhood associations etc. where appropriate on planning projects and activities.
- Prepare Geographic Information System (GIS) maps for analysis and presentation purposes.
- Research and prepare summary reports on various planning-related topics for consideration of development code text amendments, including data collection, analysis, and presentation.
- Develop and disseminate educational materials for the general public, development community, and stakeholder groups regarding development codes and planning programs and activities.
- Provide staff support to development-related City boards and commissions, and their committees, including, but not limited to, Plan Commission, Board of Adjustment, and Historic Preservation Commission. Prepare and present staff informational reports and draft ordinance amendments/resolutions as needed.
- Assist in the development and implementation of policies, procedures, and practices to accomplish planning objectives.
- Other duties as assigned.

QUALIFICATIONS:

Graduation from a four-year college or university with major course work in urban or regional



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planning or a closely related field, and three (3) years of professional planning experience. Master's Degree and eligibility for American Institute of Planners (AICP) membership preferred.

KNOWLEDGE, ABILITIES, AND SKILLS:

- Knowledge of urban & regional planning principles and practice.
- Working knowledge and experience of PC computers and word processing/database/presentation software.
- Proficiency and work experience of Geographic Information Systems (GIS) programs (ESRI ArcGIS software products).
- Knowledge of permitting and graphic software desired.
- Ability to communicate effectively, both orally and in writing.
- Strong organizational and analytical skills.
- Critical thinking skills in the interpretation of adopted codes and regulations.
- Skills in handling multiple tasks and prioritizing
- Ability to maintain confidentiality
- Customer service skills.
- Ability to establish and maintain good working relationships with other city employees and the public.

PHYSICAL /VISUAL ACTIVITIES OR DEMANDS

- Sitting, talking, hearing, walking (including up and down stairs), reaching, stooping, bending, lifting, and standing for extended periods of time
- Ability to climb ladders and crawl in tight spaces such as attics and crawl spaces
- Ability to endure extreme climate changes
- Concentrated mental and visual attention with normal hand-eye coordination
- Regularly moving/lifting of items up to 100 lbs.

EQUIPMENT USED TO PERFORM JOB:

- Telephone, computers desk / tablet, copy machine, printers, scanner, digital camera, personal vehicle

TO APPLY: Interested applicants should complete an application and drop it off at the City of University City Human Resources Department, 6801 Delmar Blvd. University City, MO 63130. Hours of operation are Monday through Friday 8:00 am to 5:00 pm. Employment applications can also be downloaded from the City's website www.ucitymo.org. No faxes accepted. No Phone Calls please

The City of University City is an Equal Opportunity Employer and participates in E-Verify. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The City of University City is a drug and alcohol free work place. A pre-employment physical is required for this position.

AN EQUAL OPPORTUNITY EMPLOYER