

ASSISTANT PLANNER

DEPARTMENT: Planning Services

ANNUAL SALARY RANGE: \$52,790 to \$68,952
(Effective July 1, 2018)

GENERAL STATEMENT OF DUTIES: Performs responsible, professional and technical city planning, historic preservation, and development services work; performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The work in this class involves responsibility for performing a variety of technical and basic professional city planning, historic preservation and development services assignments, with special emphasis on the administration of historic preservation and land use regulations. Although the work is performed in accordance with established standards and policies, the employee in this class must exercise initiative and professional judgment and discretion. The Planning Services Manager or the Associate Planner as his/her designee, provides general supervision and reviews the work through observation, conferences and results achieved.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY):

ESSENTIAL: Provides support for the Development Services, Historic Preservation and City Planning Activities, including the Zoning Advisory Commission, Zoning Board of Adjustment, Historic Preservation Commission, and Long Range Planning Advisory Commission; conducts field investigations and collects information in support of city planning, zoning, subdivision, and historic preservation projects; assists with implementation of the Comprehensive Plan, Port of Dubuque Master Plan, Downtown Dubuque Master Plan, Historic Millwork District Master Plan, Chaplain Schmitt Island Mater Plan and Annexation Study; assists the Planning Services Manager with Section 106 historic preservation reviews; prepares grant applications and coordinates administration and implementation of grant-funded projects with multi-disciplinary teams, including bike/hike trails, riverfront improvements, historic preservation surveys and similar projects; answers inquiries on historic preservation and land use regulations; administers the zoning, subdivision and historic preservation regulations, design standards and architectural design guidelines for historic districts and other special districts; reviews applications for historic preservation projects, subdivisions, rezonings, planned developments, conditional uses, variances, annexations, temporary uses, site development plans and city planning projects; prepares technical reports; prepares basic maps, charts, sketches and graphics; attends staff and commission meetings; conducts technical research and maintains records; makes presentations to civic groups, boards and commissions and various cultural community groups; responds to citizens questions and service requests in a courteous, timely and equitable manner; participates in the City's intercultural competency training and program.

KNOWLEDGE, SKILLS AND ABILITIES:

ESSENTIAL: Knowledge of the principles, objectives and techniques of local government administration, city planning, community development, geography, historic preservation, economic development and land use regulation; knowledge of the various ordinances, codes and regulations relating to planning, zoning, development, historic preservation and land use regulation; knowledge of the techniques required in the preparation of maps, charts, sketches and graphics; knowledge of research methodology, cost benefit analysis, geographic information systems and standard statistical procedures; knowledge of the techniques required in the application for and administration of grants, and the coordination of grant-funded projects with multi-disciplinary teams; knowledge of diversity, equity and inclusion; knowledge of organizational development concepts, techniques and philosophies; skill in the use of computers; ability to present the results of research effectively in oral, written and graphic form; ability to establish and maintain effective working relationships with employees, board and commission members, community leaders and the general public; ability to respond to customer inquiries in a courteous, equitable and professional manner; ability to interpret federal, state and local administrative regulations; demonstrated ability to follow a management style that is input oriented and values equity, problem solving and the development of partnerships; demonstrated ability to be a team player; ability to make decisions, recognizing established practices and to use resourcefulness and tact in solving problems; desire to be part of an organization that values service, people, integrity, responsibility, innovation and teamwork.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from an accredited college or university with major course work in planning, geography, historic preservation, public administration or related field and experience working with a diverse workforce; or any equivalent combination of experience and training which provides the essential knowledge, skills and abilities.

SPECIAL REQUIREMENTS: Possession of or ability to obtain a valid Iowa driver's license and automobile insurance coverage consistent with City requirements. Employees must also have a personal vehicle available for use on the job.

OVERTIME STATUS: Non-exempt

APPLICATION: Please submit a request for a Civil Service Entrance Examination packet to Randy Peck, Personnel Manager, City Hall, 50 West 13th Street, Dubuque, Iowa 52001-4864 by 5:00 p.m. on May 21, 2018. The Personnel Office may be contacted at 563-589-4125 or citypers@cityofdubuque.org. The job description and benefit summary are available at www.cityofdubuque.org/employment. Women, minorities, veterans and qualified persons with disabilities are encouraged to apply. **A civil service employee who has been employed in the position of Assistant Planner may notify the City Personnel office of their interest in the position by 5:00 p.m. May 21, 2018. Upon notification, the employee will be added to the list of candidates for an interview and consideration for this position.**

SPECIAL NEEDS – DISABILITY SERVICES: Persons taking the Civil Service test for this position who may need reasonable accommodations or other service requirements in the administration of the test, should notify the City Personnel Office at 589-4125 by 5:00 p.m. May 21, 2018.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER