

CITY OF DAYTON POSITION DESCRIPTION

Position Title: Associate Planner Full-Time Temp (12-mo.) FLSA Status: Non-Exempt

The Associate Planner position provides information and educates citizens, developers, and co-workers on Zoning Code, City Code and Comprehensive Plan. This position also assists developers, internal staff, external agencies, and citizens with processing applications for building permits, rezoning, subdivisions, site plan reviews and variances. The primary position responsibilities and areas of impact are:

1. Reviews submitted building permit plans and sign permits, writes zoning letters, meets with contractors, developers and citizens on specific building permit projects, attends weekly meeting and gives input as member of Development Review Committee; assists the planning staff as needed.
2. Issues building permits and is the primary front counter contact for building permits, zoning and land use issues.
3. Responds to general inquires to property owners and contractors and/or developers regarding, planning, zoning and subdivision matters; identifies development issues and suggests alternative courses of action.
4. Writes staff reports related to variance and site plan review, resolutions, writes cover sheets and other supporting material for the Planning Commission and City Council.
5. Assists with processing development applications for rezoning, guide plan change, planned developments, plats and site plan review.
6. Assists in preparation of zoning code amendments
7. Coordinates the City's code enforcement activities, including tracking complaints and providing follow-up.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

Position Requirements

Education: Bachelor's Degree in Planning, Architecture, Landscape Architecture, Geography, or related field required. Exposure to City government through relevant work experience preferred. Knowledge in the area of horticulture and landscaping preferred.

Work Experience: Minimum of one year of planning experience required, two or more years of experience preferred; Development review experience.

Technical Skills: Proficiency with MS Office (Word, Excel, Outlook), GIS and other ARC View applications required. Excellent written communication and presentation skills preferred.

Physical Effort: Physical activity for the majority of the work with lifting or carrying is limited to 25 pounds intermittently. There is a need to make presentations, which involves public

speaking in front of in front of city leaders, businesses, and the general public. Between 15-25% of the time there is pressure associated with a project or deadline. Report preparation and writing at times requires extended use of a keyboard.

Working Conditions: Most work is performed in a normal office environment. Work interruptions are frequent.

This position has the opportunity to become permanent after a 12-month period with increased responsibilities.