

Job Description

Position Title: City Planner **Date:** Updated May, 2023
Department: Community Development
FLSA Status: Exempt

Primary Objective of Position

The purpose of this position is to perform professional tasks related to municipal planning, including current and long-range planning, implementation of the City of Ramsey Comprehensive Plan, as well as administration of zoning and subdivision regulations. The position reports to the Planning Manager.

Essential Functions of the Position

Essential duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or logical to the position.

- Provide general planning related information to interested parties, such as citizens, property owners, architects, engineers, and contractors/developers to result in well-informed customers
- Answer questions and provide information on demographics, developments, the Comprehensive Plan, planning and zoning regulations, and permits and policies
- Meet with developers and applicants to clearly explain the process associated with land use applications, and if necessary, suggest alternatives and resolve problems
- Meet with developers and applicants to review draft land use proposals for timelines, consistency with zoning regulations, the Comprehensive Plan, and if applicable, economic development and environmental initiatives
- Provide information to citizens, City staff, or other agencies regarding local land use regulations
- Provide professional counsel and support to various parties, such as: the Planning Commission, the Environmental Policy Board, the Park and Recreation Commission, the City Council, the public and other City departments at meetings or otherwise to result in optimal functioning for each respective party
- Prepare and submit staff reports and related documents (findings, resolutions, ordinances, conditional or interim use permits, variances, development agreements) on assigned land use applications, and if needed, attend meetings
- Make presentations to the Planning Commission and occasionally the City Council
- Collaborate with the Planning Division administrative assistant to ensure meeting notification procedures are met
- Provide assistance and work closely as needed with the City's Engineering Department for design of certain public improvements such as trails, roadways, parking, and other utilities
- Assist with gathering public input by coordinating meetings, sending notices, giving

- presentations, and following-up with citizens
- Represent the Community Development Department at meetings
- Administer and enforce the City's environmental protection ordinances and conduct environmental reviews for land use to result in the best possible environmental situation within the City
- Assist the Senior Planner in the review of land use applications for consistency with City environmental regulations, policies, and best practices including but not limited to landscape plan review, tree preservation plan review, density transitioning review, and applying general environmental standards to all land use applications
- Monitor subdivision developments for compliance with plans and developer's agreements related to natural resource issues, including completion of other natural resources protection, restoration, and enhancements, and landscape installation
- Provide City staff input on pertinent environmental issues concerning citywide projects and initiatives
- Interpret, respond to inquiries of, and enforce the City's environmental protection regulations, including but not limited to, tree preservation, landscape requirements, wetland protection, shoreland protection, as well as critical and scenic river overlay districts
- Travel once annually for a three-day planning conference and possibly up to an additional three unspecified conferences per year

Examples of Performance Criteria, Knowledge, Skills and Abilities

- Considerable knowledge of land trends
- General knowledge of county, state, and federal regulations related to community development in a municipal setting
- Thorough knowledge of how to develop, interpret, and apply the City Code
- Skilled in the correct use of the English language, including grammar, spelling and visual proofreading skills
- Skilled in the operation of various types of office equipment including telephone, computer, copy machine, scanner, etc.
- Ability to be perform the essential functions of the position, including the operation of various office equipment and technology
- Ability to gather data and develop clear and concise reports
- Ability to maintain effective working relationships with elected and appointed officials, City staff, citizens, consultants, developers, and outside agencies
- Ability to work with minimal supervision to ensure that projects are completed thoroughly, accurately and on time
- Ability to read and interpret documents and procedure manuals
- Ability to effectively communicate both verbally and in writing with elected officials, supervisors, other employees and the general public
- Ability to promote a respectful workplace and continually examine own performance to ensure excellent customer service with the public, customers and other City employees
- Ability to maintain regular, reliable attendance during scheduled work hours, as well as additional hours outside of the regular schedule, as necessary
- Ability to and maintain organized, complete, and accurate records
- Ability to prioritize and organize work effort to meet deadlines
- Ability to demonstrate a positive attitude toward job assignments and tasks to be performed
- Ability to show initiative in recommending methods to improve efficiency and quality on the

job

Minimum Qualification

- Valid Minnesota Driver’s license (Class D) in good standing or ability to obtain a Minnesota driver’s license within 90 days of employment.
- Bachelor’s degree in Land Use Planning, Urban Planning, or a closely related field
- Two (2) years of experience in municipal planning

Desired Qualifications

- Experience with LOGIS products
- Experience with ProjectDox
- Intermediate to advanced Microsoft Office experience

Supervision of Others

Not Applicable

Equipment/Job Locations

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of the job. Duties performed are typically inside. Site visits to locations of proposed developments may be outdoors.

Conditions of Employment

- Must comply with organizational and department policies
- Must adhere to safety policies and actively promote safe practices in the workplace based on annual safety training
- Valid State of Minnesota driver’s license with a good driving record or the ability to obtain a Minnesota driver’s license within 90 days. Traveling throughout the City for site inspections is required.

This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the City and requirements of the job change.

The City of Ramsey is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

JOB ACTIVITY REQUIREMENTS
City Planner

Job activity requirements					
	Physical Activities	Very Important	Important	Slightly Important	Not Important
1	Standing		x		
2	Sitting	x			
3	Walking	x			
4	Lifting			x	
5	Pushing / Pulling			x	
6	Carrying		x		
7	Climbing				x
8	Kneeling			x	
9	Crawling				x
10	Crouching		x		
11	Bending at waist			x	
12	Reaching	x			
13	Handling Objects	x			
14	Repetitive Hand Motion	x			
15	Use of Arm Muscles over Extended Periods	x			
16	Use of Leg Muscles over Extended Periods	x			
17	Overhead Work				x
18	Stationary desk or bench work	x			

This job requires employees to be able to lift and carry up to 24 pounds without assistance.

Job working conditions			
		Yes	No
1	Working Outdoors	x	
2	Working Indoors	x	
3	Operating dangerous equipment		x
4	Operating motor vehicles		x
5	Providing work direction to other employees		x
6	Working with chemicals		x
7	Working near fumes and vapors		x
8	Driving a City vehicle or personal vehicle	x	
9	Driving is an essential function of this job	x	
10	Subject to random DOT drug and alcohol testing		x