

Principal Planner

Community and Development Services, an agency of the City of Hopkinsville and the County of Christian, Kentucky, has an opening for a Principal Planner. The position requires :

1. A Master's Degree in Planning, Public Administration, Community Development or related field with at least five (5) years of experience in Planning or Community Development.
2. A Bachelor's Degree in Planning, Public Administration, Community Development, or related field, with at least seven (7) years of experience in Planning or Community Development.
3. The acquiring of an AICP certification within two (2) years of employment.

Under the supervision of the Planning Services Coordinator, performs a variety of duties in support of the operation and implementation of intermediate and long-range planning activities. This position may assume the responsibility for the development of long-range plans and ordinances and project administration of varying complexity. This position requires a high level of proficiency in data collection and analysis, graphics and mapping, technical writing, and public speaking. In addition, this position may provide technical assistance to support the agency's administrative planning functions.

The salary is based upon both education and experience with a salary range from \$50,000 to \$70,000 and the hiring range from \$50,000 to \$60,000. There is a competitive fringe package available. Interested applicants should apply by submitting a cover letter, resume and three (3) references on or before September 6, 2022 or until position is filled, addressed to the Community and Development Services, P.O. Box 1125, Hopkinsville, KY 42241-1125, Attention: Principal Planner or email cgreen@comdev-services.com M/F EEO.

A. POSITION TITLE: Principal Planner

B. SUMMARY DESCRIPTION:

Under the supervision of the Planning Services Coordinator, performs a variety of duties in support of the operation and implementation of intermediate and long-range planning activities. This position may assume the responsibility for the development of long-range plans and ordinances and project administration of varying complexity. This position requires a high level of proficiency in data collection and analysis, graphics and mapping, technical writing, and public speaking. In addition, this position may provide technical assistance to support the agency's administrative planning functions.

C. REPRESENTATIVE DUTIES:

- Interprets and applies applicable state, county and local codes, ordinances and regulations.
- Initiates actions necessary to correct deficiencies or violations of regulations.
- Conducts review of various development applications including plats, permits, site plans, variance requests, rezoning, housing, transportation, etc.
- Creates and maintains geographic information system database metadata or datadictionary to support enterprise GIS efforts for the community.
- Conducts extensive research in specific or general project areas.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Writes and presents formal and technical reports, working projects, and correspondence.
- Identifies community problems, issues, and opportunities in particular neighborhoods that could be mitigated through better community planning.
- Develops long-range plans for addressing developmental issues.
- Develops strategies to promote economic and community development or efficient land use consistent with community goals.
- Performs grant writing and administration of grants for planning activities.
- Participates in the preparation and management of consultant service contracts and other agreements related to planning activities.
- Evaluates adequacy of community facilities in meeting current and projected needs.
- Recommends priorities, schedules, and funding sources to implement public improvements plan.
- As directed, writes a variety of ordinances and regulations relating to development controls.
- Provides technical and professional assistance to various committees and participates in the scheduling and preparation of agendas; prepares reports; and makes public presentations to the Community and Development Services Board, city council(s), and other public groups and boards as assigned.

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- Provides responsible staff assistance and complex policy analysis to the Director of Community and Development Services, conducts a variety of organizational studies; investigates and recommends modifications to planning programs, policies, and procedures as appropriate.
- Serves as a liaison for the Planning Department to other divisions, departments, and outside agencies for project areas assigned; provides status reports on pending projects; assists in the negotiation and resolution of sensitive and controversial issues; provides technical advice and code interpretations.
- Contributes to interdisciplinary work groups including economic development groups and project teams involving high profile projects.
- Develops and assists in the implementation of public outreach activities; oversees and participates in a variety of public relations, outreach, and education work related to planning activities; participates in public meetings; gives formal presentations on planning matters.
- Attends and participates in professional associations and group meetings; stays abreast of new trends and innovations in the field of urban planning.
- Assists, as needed, in all other areas of the Planning Department as assigned.
- Attends a substantial number of evening and weekend meetings.
- Performs related duties as required.

D. QUALIFICATIONS:

1. Knowledge of:

- Planning principles and practices.
- Thorough knowledge of zoning, subdivision standards and other principles of land use regulation.
- Advanced knowledge of the professional language and terminology used in urban planning.
- Advanced research and analysis skills for understanding and applying industry standards and changes to local issues.
- Operations, services, and activities of a community planning and development program and familiarity with redevelopment programs.
- Principles and practices of program development and administration.
- Planning specializations, such as economic development, transportation planning, or environmental planning.
- Organization and functions of the various agencies involved in the planning, redevelopment, and related processes.
- Advanced principles and practices of urban planning, zoning, and land development methods.
- Development review procedures and requirements.
- Principles and practices of project management.
- Principles and practices of municipal budget preparation and administration.
- Pertinent federal, state and local laws, codes, and regulations including planning and redevelopment laws, zoning code, subdivision requirements.

- State and federal permitting procedures.
- Site planning and architecture design principles.
- Recent developments, current literature, research methods, and sources of information related to municipal planning, urban growth, and development.
- Methods and techniques of effective technical report preparation and presentation.
- Methods and techniques of eliciting community participation in planning and development issues.
- Principles and practices of grant funding and contract administration.
- Effective writing techniques.
- Experience of community remediation and redevelopment, and knowledge of relevant Federal programs.
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations.
- Computer hardware and software programs, which may include Microsoft Office, Internet applications, econometric or transportation modeling, database management, or GIS.
- Modern office procedures, methods, and equipment including, computer usage and supporting software applications.

2. **Ability to:**

- Participate in the development and administration of division goals, objectives, and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Understand the organization and operation of the city, county, and outside agencies as necessary to assume assigned responsibilities.
- Interpret, analyze, apply, implement, and explain pertinent federal, state, and local laws, codes, and regulations including community codes and departmental policies and administrative directives.
- Provide staff support to assigned committees.
- Prepare and interpret ordinances and formulate land use, zoning, and related policies.
- Identify, coordinate, and resolve a wide variety of interests in the development of land use policy.
- Identify and suggest needed changes to Community codes, standards, and procedures.
- Serve as project manager on the most complex and sensitive projects involving coordination with other departments and outside groups and organizations.
- Analyze projects and potential projects for consistency with planning regulations, general planning principles, and architectural quality.
- Ensure project compliance with state, federal, and local rules, laws, and regulations.
- Prepare and analyze technical and administrative reports, statements, and correspondence.

- Effectively present information and respond to questions from groups of managers, council members, committee and commission members, outside agencies and groups, and the public.
- Effectively represent the agency to outside individuals and agencies to accomplish the goals and objectives of the division.
- Work cooperatively with other departments, officials, and outside agencies.
- Demonstrate an awareness and appreciation of the cultural diversity of the community.
- Establish and maintain effective working relationships with associates, consultants, contractors, developers, member jurisdiction employees, and the public.
- Negotiate solutions among groups with diverse and conflicting needs.
- Communicate clearly and concisely, both orally and in writing.
- Communicate orally and have interpersonal skills to present research findings to various boards and committees.
- Problem solve and to gather relevant information.
- Review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Facilitate workshops and other group meetings.
- Work on multiple projects or tasks simultaneously.
- Work independently or in a team environment as needed.
- Attend to details while keeping big-picture goals in mind.
- Operate modern office equipment and computers including specialized computer applications.

E. EDUCATION AND EXPERIENCE GUIDELINES:

The Position Requires:

4. A Master's Degree in Planning, Public Administration, Community Development or related field with at least five (5) years of experience in Planning or Community Development.
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F. PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

1. **Environment:** Normal office setting. Continuous working inside an office environment. Occasional: Outdoor fieldwork. Current work schedule is on a 8/40, biweekly pay periods, with unscheduled breaks. Attending meetings outside regular work hours may be required. Work environment is professional, both team and autonomy oriented, having variable tasks and variable pace and pressure.
2. **Physical:** Incumbents require sufficient mobility to work in an office setting and operate office equipment; continuous sitting; frequent downward flexion of neck, side-to-side turning of neck; fine finger dexterity and grasp to manipulate keyboard, telephone, writing instruments, papers,

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books, manuals, reports; occasional walking, standing, bending and stooping, climbing, reaching at and above shoulders, twisting at waist, upward flexion of neck, lifting and carrying objects weighing up to 30 lbs. from below waist to above shoulders and transporting distances up to one block; infrequent squatting, kneeling, pushing/pulling.

3. **Vision:** See in the normal visual range with or without correction; vision sufficient to read small print, computer screens and other printed documents.
4. **Hearing:** Hear in the normal audio range with or without correction.