

PLANNER I

Community and Development Services, an agency of the City of Hopkinsville and the County of Christian, Kentucky, has an opening for an entry level planning position. The position requires a Bachelors Degree or Masters Degree in a planning-related field. The position will be responsible for planning activities and routine planning functions. The salary is based upon both education and experience. The anticipated hiring range is from \$40,000 to \$55,000. There is a competitive fringe package available. Interested applicants should apply by submitting a cover letter, resume and three (3) references addressed to the Community and Development Services, P.O. Box 1125, Hopkinsville, KY 42241-1125, Attention: Planner I or email. cgreen@comdev-services.com Resumes will be accepted until the position is filled. M/F EEO.

A. POSITION TITLE: Planner I

B. SUMMARY DESCRIPTION:

Under the supervision of the Planning Services Coordinator, performs a variety of duties in support of operations and implementation of planning activities, plans, administrative planning, public hearings; undertakes data analysis and projections, writes technical reports and gives presentations.

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.
- Assists with updates and maintenance of Plans and regulation.
- Conducts review of various development applications including plats, permits, site plans, variance requests, rezoning, housing, transportation, etc.
- Conducts extensive research in specific or general project areas.
- Creates and maintains geographic information systems database metadata or datadictionary to support enterprise GIS efforts for the Community.
- 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.
- Evaluates adequacy of community facilities in meeting current and project needs
- Recommends priorities, schedules, and funding sources to implement public improvements

plan.

- Writes, or assists in writing, a variety of ordinances and regulations relating to development Controls.
- Attends substantial number of evening and weekend meetings.
- Performs related duties as required.

D. QUALIFICATIONS:

1. Knowledge of:

- Planning principles and practices.
- Planning specialization, such as economic development, transportation planning, or environmental planning.
- 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.

2. Ability to:

- Communicate orally and interpersonal skills to present research findings to various boards and committees.
- Problem solve and to gather relevant information to solve less well – defined practical problems
- Review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Facilitate groups for use with community workshops.
- Work on several projects or issues simultaneously.
- Work independently or in a team environment as needed.
- Attend to details while keeping big-picture goals in mind.

E. EDUCATION AND EXPERIENCE GUIDELINES:

The Position Requires:

1. A Bachelors Degree in Planning, Public Administration, Community Development, or related field, with no experience.
2. A High School Degree with at least three (3) years of experience in Planning or Community Development.

F. PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

- 1. Environment:** Normal office setting. Continuous working inside an office environment. Occasional: Outdoor field work. 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, 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.