



City of Charles Town, West Virginia
Job Description

Job Title: City Planner Code No: 132
Pay Range: Grade 4/5, Step 1 – 20

Position Summary:

The position of City Planner is a very responsible position under the Department of Community Development that will manage the planning, zoning and building inspection duties.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Essential Duties

COMMUNITY DEVELOPMENT:

1. **Land Use Applications (Day-to-Day Planning):** Manages the application process for land development, including annexation petitions, rezoning petitions, schematic plan applications, site plan applications and record plat applications with bond review. This includes creating and maintaining files, reviewing for completeness, providing comments, sharing of information with review agencies, scheduling meetings, and running legal advertisements.
2. **Subdivision Code:** Assist the department by reviewing subdivisions for compliance with site plans and ensuring storm water and erosion and sediment control measures are appropriate throughout the development process.
3. **Historic Landmarks Commission:** Manages applications for Certificates of Appropriateness and be the lead consultant for the Historic Landmarks Commission.
4. **Special Projects:** Manages special projects, such as, but not limited to, redevelopment projects, historic projects and environmental projects.
5. **Data:** Gathers and maintains data related to the above job duties and prepares reports. This includes file maintenance.
6. **Meetings:** Attends and assists with the facilitation of professional meetings during the workday, and at times, during the evening. Presentations during meetings are expected from time to time.

BUILDING INSPECTIONS:

7. **Building Code:** Assist the Division of Building Inspections in building code inspection and building permit reviews.
8. **Zoning Code:** Acts as the Zoning Administrator. Takes the lead in zoning inspections and manages the zoning permit reviews. This includes the enforcement of the zoning ordinance, and future ordinances related to zoning, land development and subdivision regulations.

OTHER:

9. **Training:** Attends professional development workshops and conferences to keep abreast of trends and development in the fields of planning, zoning code, building code and subdivision code laws and procedures.
10. **Public Relations:** Responds to local citizen inquiries as needed and represent the City in meetings, and, when necessary, legal disputes.

Minimum Qualifications and Required Knowledge, Skills and Abilities:

The requirements listed below are representative of the knowledge, skills, and/or ability required to perform the job successfully:

1. Knowledge of planning principals, practices, and laws.
2. Knowledge of zoning principals, practices, and laws.
3. Knowledge of building code principals, practices, and laws.
4. Knowledge of land development principals, practices, and laws.
5. Knowledge of subdivision principals, practices, and laws.
6. Skill in operating with word processing, spreadsheet, presentation, and a variety of other software programs.
7. Skill with a variety of computer hardware.
8. Skill with a variety of office equipment.
9. Ability to attend and facilitate meetings as needed.
10. Ability to work independently on multiple and varied tasks.
11. Ability to exercise sound judgment and tact in responding to problems.
12. Ability to communicate effectively, both orally and in writing.
13. Ability to work under time sensitive demands.
14. Ability to establish and maintain effective working relationships.

Education/Experience:

Experience: Two (2) years work experience, or equivalency, as a professional in the field of zoning, land development, subdivision, building inspections or related fields.

Minimum Education: Bachelors Degree in Planning or a related field.

Equivalency: An equivalent combination of experience and education may be substituted.

Physical Requirements and Work Environment:

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An employee in this position spends the majority of time in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, and move around the office or travel to other locations to attend meetings.

An employee in this position is required to visit building and construction sites with treacherous terrain, requiring the employee to traverse uneven ground, climb up or crawl down to access the site, and may involve fumes, dust, chemicals or other hazardous materials, loud machinery and equipment and other dangers associated with construction sites. An employee in this position must have the strength, stamina and physical coordination needed to gain access to the construction project sites described above.

The employee must occasionally lift and/or move up to 10 pounds.

Special Requirements:

This job description reflects management’s assignment of essential functions and nothing herein restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

Possession of or the ability to obtain a valid, West Virginia driver’s license.

Reporting Relationships:

Reports Directly To: Director of Community Development

Review Responsibility: Director of Community Development