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HUDSON



JOB OPPORTUNITY

Associate Planner

Current Pay Range (G): \$21.02 - \$30.39 per hour (depending upon qualifications)

Following is a brief overview of the position. Please review the entire job description (attached) for a complete listing of the essential duties, responsibilities, physical demands and working environment, minimum qualifications, and other requirements of this position.

Class Summary

The City of Hudson is seeking applicants for the position of Associate Planner in the Community Development Department. This is a professional planning position researching and preparing staff recommendations and reports to various boards and commissions as necessary. Researches and interprets various codes and policies. Responds to inquiries from City staff, business and/or property owners, residents and officials on land use regulations and procedures. Acts as zoning administrator and handles other administrative duties as necessary.

Minimum Qualifications

Work requires possession of a Bachelor's degree in Planning, Architecture, Landscape Architecture, or other related field. Three to five years' increasingly responsible experience in professional planning or development work; zoning compliance work; or any equivalent combination of education and/or experience. Candidate must be able to successfully complete a background investigation and post-offer physical examination to include drug screening.

How to Apply

Employment application forms may be printed at www.hudson.oh.us or obtained at the City of Hudson Municipal Services Center, 115 Executive Parkway, Suite 400, Hudson, Ohio, Monday through Friday, between 8:00 a.m. and 4:00 p.m. Completed employment application with resume attached may be submitted by email to HumanResources@hudson.oh.us or mailed to City of Hudson/HR, Attn: Associate Planner, 115 Executive Parkway, Suite 400 Hudson, Ohio 44236. **Completed application with resume must be received no later than 4:00 p.m. on October 27, 2017.** EOE

The City of Hudson is an Equal Opportunity Employer and maintains a policy of Equal Employment Opportunity for all employees and applicants. The City of Hudson does not discriminate in employment or the provision of services on the basis of race, color, national origin and ancestry, gender (sex), religion, age, disability, sex (wages), military status, genetic information, pregnancy, or any other characteristic protected by Federal or State law.

Date Posted: 10/11/17

City of Hudson, Ohio
ASSOCIATE PLANNER

FLSA Status: N

Non-Bargaining

Updated: 10/10/2017

CLASS SUMMARY

Under general supervision of the City Planner or Community Development Director, conducts research of and provides interpretation of the Planning and Zoning Code; provides staff support for various boards and commissions to enable completion of projects for residential and commercial applications; assistance is provided to residents, businesses, city personnel, departmental staff, attorneys, engineering firms, etc. Applicants are advised of their rights and requirements, due process and/or options to achieve desired objectives consistent with City policy. Reports are prepared and written to facilitate completion of projects. Performs routine administrative and office tasks. Although this is an associate planner classification, an incumbent in this classification exercises considerable independent judgment and discretion in the performance of professional level duties based on approved codes and standard operation procedures. Incumbents oversee the board support and processing work related to agenda items assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Any one position may not include all the duties listed nor do the listed examples include all duties which may be found in positions of this class. Allocation of positions to this class will be determined on the amount of time spent in performing the primary duties.)*

Responds to inquiries concerning code related issues and requirements for applications to boards and commissions, involving considerable research into previous cases, clarification of sections of the Planning and Zoning Code, and contacting various other City officials for information.

Reviews each zoning application to ensure it meets the Planning and Zoning Code, and Architectural Design Guidelines, and Planning Commission, Board of Zoning and Building Appeals, and conditions placed on applications by boards and staff, and department application and submission criteria.

Coordinates information and prepares application information for the various boards and meeting agenda; reviews and oversees preparation of meeting agenda, minutes, and any information relayed or sent to the board members for final approval.

Receives, reviews, and processes applications for zoning certificates; issues zoning certificates; prepares zoning certificates; dates and stamps all documents with seal of approval; determines, collects and records zoning and right-of-way permit fees; maintains zoning certificate records.

Prepares and researches staff comments and reports for cases going before a City development board, including architectural elevations and site plans, variances, appeals to decisions, and extensions and/or substitutions of non-conforming uses and structures; meets with applicants to clarify the code requirements which must be met, and assists them in preparing their requests; identifies the correct code sections for each request, and verifies that the appropriate legal notices are made.

Represents the City during meetings and hearings of City Board or Commission cases.

Oversees/performs application verification and record keeping, and provides staff reports for Growth Management Allocation activity.

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Inspects projects during and after construction to insure the projects are built according to approved plans.

Provides research and assists in report preparation as needed by the City Planner and/or Community Development Director. Receives, reviews and provides staff research and coordination for all minor subdivisions of land.

Reviews development applications for construction of buildings, houses, and structures prior to their review by a City board.

Represents the City by staffing additional projects as requested; may act on behalf of the City Planner during absences or as assigned.

May perform other related duties as assigned.

Must have regular, reliable, and punctual attendance.

Must follow and comply with City rules and policies.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is occasionally required to stand, reach, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The noise level in the work environment is usually quiet.

At times, the employee is occasionally exposed to outside weather conditions on uneven terrain and construction sites and may be exposed to fumes or airborne particles. The noise level at the construction site can be loud.

MINIMUM QUALIFICATIONS

Work requires graduation from an accredited four-year college or university with a Bachelor's Degree in Planning, Architecture, Landscape Architecture, or other related field, and three to five years' experience in professional planning or development work; zoning compliance work, or any equivalent combination of education and/or experience that provides the following knowledge, abilities, and skills:

- Knowledge of planning and zoning processes and procedures.
- Knowledge of municipal land development regulations and land use law.
- Knowledge of code enforcement procedures.

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Ability to communicate effectively both orally and in writing, including public presentations.

Ability to review building and site plans and elevations, site, grading, and landscape plans to apply provisions of the zoning ordinances and codes to determine compliance with said ordinances and codes.

Ability to interpret and apply approved plans and other provisions of zoning ordinances, project approvals and codes to field conditions.

Ability to maintain records and prepare reports in accordance with prescribed policies and procedures.

Ability to perform research, collect data and compile complex reports and correspondence.

Ability to provide outstanding customer service by assisting residents and businesses through the development review process.

Ability to establish and maintain effective working relationships with superiors, colleagues, co-workers, developers, residents, City officials, property owners, and contractors.

Ability to answer inquiries, establish facts, draw accurate conclusions and resolve complaints in a positive manner.

Ability to maintain accurate permanent records.

Ability to use Microsoft Office Suites, Geographical Information Systems, permitting software, and other job-related software.

LICENSE, CERTIFICATE, OR OTHER REQUIREMENTS

Valid Ohio Driver License.