

**City of Martinsburg**



**JOB: CITY PLANNER**

**DATE: 9/4/2018**

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**REPORTS TO: CITY ENGINEER/  
PLANNING DIRECTOR**

**1. TASK & DUTIES LIST AND MEASURES OF PERFORMANCE FOR: CITY PLANNER**

- **PAY STATUS: NON-EXEMPT**

**2. REQUIREMENTS:**

	<b>Education:</b>	Graduation from a four year college or university with a degree in urban planning or a closely related area and two (2) years of professional, municipal planning or public administration experience. An equivalent combination of experience and training which indicates possession of the knowledge, skills and other characteristics may be substituted for the above qualifications. A Master's Degree is preferred.
	<b>Licensing, Registration or Certification:</b>	Background check must be satisfactory. Pre-employment screenings must be passed. Must possess and maintain a valid WV driver's license. AICP (American Institute of Certified Planners) Certification or with eligibility for certification preferred.
	<b>Experience</b>	Education and experience above or any equivalent combination of education, experience and training may be considered.
	<b>Skills, Knowledge and Abilities:</b>	<p>Knowledge of zoning regulation and subdivision regulation and their application in urban planning.</p> <p>Thorough knowledge of planning practices and principles, land use concepts, population density and annexation issues.</p> <p>Ability to prepare, organize and maintain data, reports and systems; ability to analyze problems and data and use sound judgment in drawing conclusions and making decisions.</p> <p>Ability to comprehend and articulate facts and relationships in detail and to summarize and write clearly, concisely and legibly and to testify in court in an objective, concise and professional manner.</p> <p>Ability to produce or obtain reports, graphs, charts, photographs, evidence or exhibits as required.</p> <p>Ability to read and understand complicated plans and blueprints.</p> <p>Considerable knowledge of grant programs administration of CDBG and other federal grants.</p> <p>Ability to speak and communicate effectively with the public.</p> <p>Working knowledge of computers and applications and general administrative</p>

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		<p>abilities.</p> <p>Ability to communicate ideas effectively both orally and in writing, with people on all levels.</p> <p>Ability to establish and maintain effective working relationships with City officials, department heads, associates and the general public. Employee must be able to deal with the public in a calm, reasonable and rational manner.</p>	
	<b>Physical:</b>	<b>Body Positions:</b>	<p>Standing, walking, sitting,</p>
		<b>Body Movements:</b>	<p>Must be physically capable of moving about on construction work sites and under adverse field conditions.</p> <p>Use hands to finger, handle, feel or operate objects, tools, or controls.</p> <p>Hand eye coordination is required to operate testing instruments, computers and various pieces of office equipment.</p> <p>Reach with hands and arms.</p> <p>Must be able to occasionally lift and/or move up to 25 pounds.</p> <p>Walk, stand, sit, climb, balance, stoop, kneel, crawl and/or crouch.</p> <p>Driving.</p>
		<b>Body Senses</b>	<p>Sight, hearing, speech and smell. Must be able to speak and hear. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.</p>
	<b>Mental:</b>	<b>Language</b>	<p>Ability to read, speak and write English. Ability to effectively communicate and project positive attitude. Must be able to communicate effectively verbally and in writing.</p>
		<b>Supervision Exercised</b>	<p>May supervise employees of the planning department at the direction of the City Engineer/Planning Director and/or City Manager. Also may exercise general supervision over temporary or other staff as needed and/or assigned.</p>

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		Reasonable Accommodations	Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
<p><b>3. WORKING CONDITIONS:</b> Work is performed in both an office environment as well as in field settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Noise level may range from quiet to noisy. Employee may be exposed to adverse weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles and vibration.</p>			
<p><b>4. TASKS and DUTIES OF JOB: General Definition:</b> Performs a variety of supervisory, administrative, complex and specialized work in daily and long range planning functions, ensuring compliance with current zoning codes, land use criteria, related local ordinances and planning programs. Works under the general guidance and direction of the City Engineer/Planning Director.</p>			
1		Maintains the required confidentiality of all work. Portions of work may be confidential due to personnel matters, trade secrets or as may be required by Local, State, or Federal law. Legal cases are always confidential.	
2		Prepares research data and reports related to City planning projects. Contributes substantial content, organization and professional opinion to the development and implementation of the Comprehensive Plan, land use and special studies. Maintains the Comprehensive Plan through continued research and surveys. Recommends alterations, additions, or revisions to the Zoning Ordinance, Subdivision Regulations, or other regulations as may be deemed necessary to implement the Comprehensive Plan.	
3		Provides staff support to the Planning Commission, Board of Zoning Appeals, Code Appeals Board and Historic Preservation Review Commission as needed.	
4		Assists and performs duties for the Planning Commission. Prepares graphic displays and presentations for the Planning Commission or for the public. Oversees the preparation of the agenda for the Planning Commission meetings. Develops and recommends community resource studies to provide a base for use by the Planning Commission and City Council in establishing policies, and identifying and evaluating needs of the City. Complies and maintains land use and demographic data. Helps develop and maintain the Department's Geographic Information System (GIS).	
5		Maintains the official Zoning Ordinance and Map.	
6		Serves as the City Flood Plain Compliance Officer to provide interpretive advice on development within the flood plain and to ensure compliance with the Flood Plain Regulations.	
7		Contributes information and professional opinion to the initiation and maintenance of a neighborhood planning process in the City. Attends neighborhood meetings to provide technical	

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		assistance and to serve as a liaison between the neighborhood and the City.
<b>8</b>		Performs subdivision reviews while keeping in contact with the developers and relevant City departments throughout the review process.
<b>9</b>		Provides professional planning and land use advice to City Council, City Manager, Planning Commission, Board of Zoning Appeals, Historic Preservation Review Commission, Code Appeals Board and other official; makes private and public presentations to supervisors, boards, commission, civic groups and the general public.
<b>10</b>		Reviews private project development plans for compliance with codes, regulations, and standards, adequacy of application for permits and compliance with approved plans.
<b>11</b>		Manages and supervises planning operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
<b>12</b>		Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding division activities, services, city planning and zoning regulations and ordinances; resolves complex disputes between planners, engineers and applicants as required.
<b>13</b>		Coordinates activities and schedules with utility companies, contractors, property owners and other City departments.
<b>14</b>		Supervises the development and implementation of growth management, land use, utility, housing, transportation, park and open space, facilities or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements.
<b>15</b>		Supervises the evaluation of land use proposals for conformity to establish plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans of the City and make recommendations.
<b>16</b>		Evaluates land use proposals to insure compliance with applicable City, State or Federal laws. Review subdivision plats, boundary line adjustments, and minor land development proposals.
<b>17</b>		Ensures the maintenance of accurate and complete records of department activities and of records relating to licenses, permits, maps, blueprints, overlay and sketches pertinent to urban planning and development programs and projects.
<b>18</b>		Evaluates environmental information and recommends mitigation measures to reduce adverse impacts of development.
<b>19</b>		Assists in the design for parks, streetscapes, historic preservation and other municipal projects.

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	<b>20</b>	Any and all other duties assigned by the City Engineer/Planning Director.
<b>5. MEASURES OF PERFORMANCE:</b>		
	<b>1</b>	Has a thorough understanding of job duties.
	<b>2</b>	Shows an interest in job and City. Represents the City in a professional and ethical manner.
	<b>3</b>	Communicates effectively with co-workers and supervisors. Maintains positive relationships with co-workers and all contacts.
	<b>4</b>	Accepts and adapts to change, Learns new things quickly.
	<b>5</b>	Cares about quality-rarely makes errors, Requires little direct supervision.
	<b>6</b>	Has ability to multi task in changing situations, without undo stress or frustration.
	<b>7</b>	Practices quality employee/customer service/phone manner.
	<b>8</b>	Accurate in duties as assigned.
	<b>9</b>	Prepares required reports accurately and timely.
	<b>10</b>	Strives to develop and maintain skills necessary to progress in the City Planner position. Seeks opportunities to grow and develop in position.

**I have reviewed, and understand the task and duty description. The job description is not exhaustive, but is merely an accurate list of the current job. Supervision reserves the right to revise the job description or require that other tasks be performed when the circumstances of the job change: example, emergencies, changes in personnel, workload or technical development.**

<b>Employee</b>	<b>Date</b>	<b>Supervisor</b>
		<b>Date</b>