

**POSITION TITLE:** SENIOR PLANNER  
**DEPARTMENT:** PLANNING

**CITY OF  
BOWLING GREEN**

**REPORTING RELATIONSHIPS**

Planning Director

**POSITION REPORTS TO**

**DIRECT REPORTS BY TITLE:**

None

**DIRECT:** 0

**INDIRECT:** 3

**POSITION FUNCTION**

This position is responsible to help the Director coordinate planning and economic development functions in the City and for ensuring that the City Master Plan and its implementation devices are kept current, consistent, and effective.

**JOB RESPONSIBILITIES**

Assists in the development of long range goals and objectives to facilitate balanced growth and development

Interprets comprehensive master plan and the various implementation devices (Subdivision, Zoning, Building Codes)

Recommends to the Planning Director revisions to the Master Plan and implementation devices

Assists other departments, Council, builders/developers, other governmental agencies/task forces, Boards/Commissions, the Community Development Foundation, Main Street BG, and citizens with specifics of the Master Plan and the various implementation devices and other planning decisions, under direction of the Planning Director.

Reviews all zoning certificates and subdivision applications

Creates and/or changes all City addresses and coordinates implementation with City, County, State and Federal agencies by directly inputting data

Must have knowledge of and proven ability to work with Geographic Information Systems (GIS) and Auto Desk to maintain the Planning Department's GIS files and maps

Performs other related duties as assigned.

**PHYSICAL REQUIREMENTS**

Job requires incumbent to sit, talk/hear, reach with hands and arms, and use hands to finger, handle, or feel. Must be able to focus clearly at 20 inches or less.

REQUIRED SKILL SETS	
<p><i>Occupational/Technical Skills</i></p> <p>Knowledge of Master Plan as well as all City rules, programs, and procedures.</p> <p>Knowledge of zoning codes, subdivision regulations, surveying and engineering practices, construction standards and methods, and established codes, specifications, and standards</p> <p>Knowledge of the basic principles of planning, surveying, and engineering</p> <p>Knowledge of government structure and process</p> <p>Ability to use spreadsheet, database, word processing, GIS, Auto Desk, and other job-specific software</p> <p>Must maintain a valid Ohio Driver's License, and have the ability to drive.</p> <p><i>Administrative Skills</i></p> <p>Ability to organize work, set priorities and meet critical deadlines with a minimum of direction</p> <p>Ability to plan, organize, assign, and direct work of staff</p> <p>Ability to effectively coordinate activities of others to meet objectives</p> <p>Ability to use techniques of effective time management</p> <p>Ability to handle multiple priorities and projects</p> <p>Ability to keep clear and accurate records and reports</p> <p>Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information</p> <p><i>Cognitive Skills</i></p> <p>Ability to deal with a variety of abstract and/or concrete variable in situations where only limited standardization exists</p> <p>Ability to make timely, sound decisions</p> <p>Ability to perform standard business arithmetic, including percentages and decimals</p> <p>Ability to perform engineering calculations</p> <p>Ability to research, compile and summarize a variety of informational and statistical data and materials</p> <p>Knowledge of basic budgetary principles and practices</p> <p>Ability to encourage the creativity of subordinates</p>	<p>Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities</p> <p><i>Communications Skills</i></p> <p>Ability to let people know of decisions, changes, and other relevant information in a timely fashion</p> <p>Ability to speak effectively one-to-one</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p>Ability to prepare clear and concise reports, correspondence and other written materials</p> <p>Ability to prepare analyses, policies and/or budgets</p> <p><i>Interpersonal Skills</i></p> <p>Ability to deal courteously and diplomatically with the general public</p> <p>Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors.</p> <p>Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions</p> <p><i>Leadership Skills</i></p> <p>Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals</p> <p>Knowledge of administration and supervision of staff and activities</p> <p>Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently</p> <p>Ability to establish effective controls, ensuring that employees have necessary resources and authority</p> <p>Ability to monitor progress and exercise control</p> <p>Ability to select and evaluate employees</p> <p>Ability to instruct and train staff</p> <p>Ability to provide performance feedback</p> <p>Ability to facilitate professional growth</p>

DESCRIPTION OF WORKING CONDITIONS
<p>Work is performed both indoors and outdoors and is subject to pressure from deadlines. Much of incumbent's time is spent in contact with citizens and the general public. Irregular activity schedules are common as there are regular evening and occasional weekend meetings.</p>

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
<p>Completion of a post-secondary degree; five to seven years of work in a Planning related field; valid State of Ohio Motor Vehicle Operator's License; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.</p>

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.