City of Shakopee
POSITION DESCRIPTION

TITLE:	Senior Planner
DEPARTMENT:	Planning & Development Department
CLASSIFICATION:	Coordinator
REPORTS TO:	Director of Planning and Development
STATUS:	Full-Time, Exempt
PAY GRADE:	180
LAST REVIEWED:	10.17.2017

SUMMARY

Senior, professional planning position requiring thorough knowledge of and experience applying planning concepts, principles, and techniques including comprehensive planning, land subdivision and development, and zoning administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review proposals from developers and act as project manager/main point of contact for development related projects, including comprehensive plan amendments, planned unit developments, annexations, subdivisions, and conditional use permits, from initial proposal to issuance of a Building Permit.
- Prepares and presents recommendations to multiple boards and commissions (primarily the Board of Adjustment / Appeals, Planning Commission, City Council, and Bicycle Advisory Committee), on issues affecting land use, community facilities, housing, economic development, the environment, transportation, community facilities, parks and public utilities to assist in the guiding and control of community development and renewal.
- Researches, reviews and prepares proposed amendments in zoning and other related codes.
- Reviews and evaluates environmental impact reports applying to specified private and public planning projects and programs.
- Assusts with economic development related activities, such as: businesses attraction and business retention.
- Provides input and reviews business incentive requests including façade loan applications, residential rehabilitation loan applications, tax increment financing and tax abatement.
- Prepare agendas and facilitate weekly Development Review Committee meetings.
- Represent City of Shakopee Planning Department at SCALE Technical Team Meetings and other inter-governmental meetings.
- Compiles and analyzes data on economic, social and physical factors affecting land use and prepares or requisitions graphic and narrative reports on data.
- Prepares statistical tabulations, computations, charts and graphs to illustrate plans and studies in areas such as population, housing, neighborhood planning, transportation and land use.
- Conducts field surveys and on-site inspections as necessary.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Knowledge of modern principles and methodology of urban planning.
- Knowledge of local, state and federal laws and regulations pertaining to land use planning and development.
- Knowledge of and ability to use GIS applications to generate maps and modify existing files and databases.
- Ability to communicate ideas and explanations clearly in English, both orally and in writing.
- Ability to read, analyze and interpret professional journals, governmental regulations and legal documents.
- Ability to write reports, memos and business correspondence using proper spelling, grammar and punctuation.
- Ability to effectively present information and respond to questions from colleagues, elected and appointed officials and the general public at customer counter and public meetings outside of regular business hours.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

- Ability to apply mathematical concepts such as exponents, statistical inference, fractions, percentages, fundamentals of plane and solid geometry.
- Ability to use and interpret a variety of land use related aerials, maps and site plans; geographic information systems (GIS) data; and a variety of land use and demographic data.
- Ability to use common Microsoft Office programs, ProjectDox Plan Review Software, LOGIS PDS and PIMS and agenda software.
- Ability to establish and maintain positive, professional working relationships with co-workers and supervisors.
- Ability to work with the public in a friendly, tactful manner.

QUALIFICATIONS

Minimum Qualifications

Master's degree in geography, urban planning, landscape architecture or a closely related field, plus five years of local government planning experience and a valid driver's license. An additional three years of valid experience may substitute for a Master's degree. Must be AICP certified at the time of hire or within one-year of employment and maintain certification on an ongoing basis.

Desirable Qualifications

Fluency in a second language, in addition to English, that has a recognized presence in the community (Spanish, Russian, Hmong, etc.).

INTERNAL/EXTERNAL CONTACTS

- Daily contact with Administrative Department and other departmental staff.
- Daily contact with the public.
- Weekly contact with representatives from other agencies (Shakopee Public Utilities, Scott County, Met Council, MnDNR, watershed districts, transit agencies, and other utility companies.
- Regular interaction with Department Heads to provide support and assistance.

WORKING CONDITIONS

The normal work environment is a modern, climate-controlled office building, with moderate levels of noise generated by conversations, phones and other office equipment. The employee is occasionally required to make site visits, resulting in occasional exposure to seasonal weather conditions, a variety of terrains, nearby traffic, animals and construction noise/dust.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand and move about the office; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is required to speak, hear and see in order to share information, receive instructions, and complete tasks using a computer screen. The employee must occasionally lift and/or move up to 25 pounds.

EQUIPMENT REQUIRED TO PERFORM JOB

- Desktop Computer
- Desktop Phone
- Copy/Scanner/Fax Machine

The City of Shakopee is an Equal Opportunity Employer.