



CITY OF DOVER, NEW HAMPSHIRE
Supplemental Position Description

Position: Assistant City Planner	Position Control No: XX-XX-XX-XX
Classification-Series: Assistant City Planner	FLSA Status: Exempt, Full-time 40 hrs/wk
Occupational Grouping: Professional & Managerial Services	Union - Grade: DMEA - 24
Organizational Unit: Planning and Community Development Department	Primary Job Location: City Hall, Central Avenue

JOB SUMMARY: Performs routine and complex technical and professional work in projects related to general planning with a strong emphasis on Zoning Administration and land development activities. Assists the Director of Planning and Community Development (Director) in providing technical and staff assistance to the general public, and several boards, commissions and committees including, but not limited to, the Planning Board, City Council and Zoning Board of Adjustment.

ACCOUNTABILITY: Works under the general supervision of the Director of Planning and Community Development and may also receive direction from other department supervisors. Performs regular duties on own initiative and exercises discretion as delegated by the supervisor or department head.

SUPERVISION EXERCISED: May provide instruction and lead meeting discussion on the administration of zoning code, and on creation/implementation of land use ordinances and planning policies.

TYPICAL EQUIPMENT USED: Computer; telephone; calculator; copy and facsimile machines, and motor vehicle.

TYPICAL WORK ENVIRONMENT: Inside: 75% Outside: 25%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Reviews applications for variances, conditional use permits, subdivisions and zoning changes; prepares recommendations to the Planning and Zoning Boards, and others Boards or Committees as assigned.
2. Initiates enforcement proceedings when code violations occur; prepares letters and/or contacts property owners by phone; works with the City's General Legal Counsel if unresolved.
3. Answers general questions regarding floodplain information, zoning, and general community information.
4. Reviews and approve sign and customary home occupation applications
5. Maintains all necessary records for day-to-day activities and permanent file.
6. Assists in developing long-range strategic plans.
7. Attends Planning Board and City Council, Transportation Advisory Committee, and other board/committee meetings as necessary; prepares agenda items pertaining to and attends Zoning Board of Adjustment meetings.
8. Assists the Director with projects and proposals, and with the review and coordination of subdivision, site plan, and minor lot line adjustment proposals.
9. Assists with reviewing and updating the City's master plan.
10. Coordinates volunteers who assist with development activities.
11. Make recommendations jointly with Director to amend Ordinances.

12. Prepares public hearing notices for local paper and prepares articles as directed.
13. Composes, prepares and formats a variety of correspondence, memoranda, agendas, forms and reports.
14. Performs field inspections on projects and programs associated with planning and community development.
15. Provide assistance to higher-level planners in the areas of research, data collection, and report preparation.
16. Compiles statistics, maintains records and prepares reports related to financial, personnel and/or operational data.
17. Makes presentations before staff and various groups.
18. Coordinates activities with other employees, departments or agencies.
19. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
20. Maintains familiarity with and executes safe work procedures associated with assigned work.
21. Performs other related duties as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

<p>LIFT: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Not required. -over 50 lbs.: Not required.</p> <p>CARRY: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Not required. -over 50 lbs.: Not required.</p> <p>REACH: -above shoulder height: Rarely required. -at shoulder height: Occasionally required. -below shoulder height: Occasionally required.</p>	<p>PUSH/PULL: Occasionally required. TWISTING: Occasionally required. BENDING: Occasionally required. CRAWLING: Not required. SQUATTING: Rarely required. KNEELING: Not required. CROUCHING: Rarely required. CLIMBING: Rarely required. BALANCING: Not required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Occasionally required. FINGERING: Frequently required.</p>
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DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

<p>CONSECUTIVE HOURS: Sit: 3 hours Stand: 1 hour Walk: 1 hour</p>	<p>TOTAL HOURS: Sit: 4 hours Stand: 2 hour Walk: 2 hour</p>
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COGNITIVE AND SENSORY REQUIREMENTS:

<p>TALKING: Necessary for communicating with others HEARING: Necessary for receiving instructions and information. SIGHT: Necessary for performing job effectively. TASTING & SMELLING: Not required.</p>
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TYPICAL WORK SURFACE(S): Standard office desk and chair; service counter; tables; computer work stations; carpet, tile, concrete and wood floors.

TYPICAL CONTROLS & EQUIPMENT: Key board/pad; computer mouse; telephone.

SUMMARY OF OCCUPATIONAL EXPOSURES: May be exposed to copier and printer toner.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Considerable knowledge of principles and practices of state statutes and city ordinances pertaining to zoning and practices of city planning. The ability to prepare comprehensive research studies and technical reports; Must be able to make effective presentations before small to medium size groups. Ability to maintain effective working relationships with department heads, employees, and the public and to communicate effectively and diplomatically both orally and in writing with state and federal agencies, private businesses, elected officials, community volunteers, potential developers, City staff, and the general public including formal presentations. Should have an intermediate understanding of the objectives, principles, procedures, practices, and information sources of municipal planning and development; Ability to work in an environment with a moderate noise level.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: Minimum High School diploma and four (4) years of college with a Bachelor's degree with major course work in rural or urban planning, community development, or related field. Master's degree in Planning and Community Development or related field is preferable.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

<input type="checkbox"/> 1. None.	<input type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input checked="" type="checkbox"/> 7. 2 to 4 years.
<input type="checkbox"/> 3. 30-90 days.	<input type="checkbox"/> 8. 4-10 years.
<input type="checkbox"/> 4. 91-180 days.	<input type="checkbox"/> 9. Over 10 years.
<input type="checkbox"/> 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Classification Established:
Job Description Developed: 09/26/2011
Revised: 05/08/2015