

Job Posting



PLANNER

Planning Department

The City of Webster Groves is accepting applications for a full-time planner. Under the direction of the Director of Planning and Development, the primary responsibilities of the Planner is to performs a variety of routine and difficult administrative, technical, and entry-level professional tasks regarding zoning, land use, and land development. Also serving as staff to the Plan Commission and Board of Adjustment. The position also has secondary responsibility for maintenance of data bases and updating of Department's web page.

REQUIRED:

- Equivalent to a Bachelor's Degree in land use planning or other related field
- Minimum of two (2) years progressively responsible experience in community planning and land use development administration; OR
- A Masters Degree in Urban Planning or related field may be substituted for experience.
- **Must be fully COVID-19 vaccinated at the time of employment**

Starting salary \$49,062 annually, with additional consideration of applicable experience, with excellent benefits. No phone calls please.

Application Deadline: Friday, January 21, 2022

Send Application to: Employment application is required. Resume will not be considered without a completed application.

- **APPLICATIONS:** available online at www.webstergroves.org, or City Hall address below.
- **EMAIL:** HR@webstergroves.org
- **FAX:** (314) 963-1503
- **MAIL:** City of Webster Groves
Attn: HR
4 East Lockwood Ave.
Webster Groves, MO 63119

For more information visit www.webstergroves.org

Equal Opportunity Employer



Job Title: Planner
Department: Planning and Development
Direct Supervisor: Director of Planning and Development
Salary Range: \$49,062 - \$68,692

General Purpose

The Planner performs a variety of routine and difficult administrative, technical, and entry-level professional tasks regarding zoning, land use, and land development, serving as staff to the Plan Commission and Board of Adjustment. The position also has secondary responsibility for maintenance of data bases and updating of Department's web page.

Essential Duties

Standard

- Process applications for rezoning, conditional use permits, and resubdivisions; advising applicants of Code and submittal requirements; preparation of staff reports and recommendations; and oral presentation of staff reports to the Plan Commission.
- Process applications for variance and appeal to the Board of Adjustment, including property posting and public notice, and represent the City before the BOA.
- Serve as a Zoning Enforcement Officer, investigating violations of the Zoning Code; advising property owners of violations; and securing compliance. Issue and enforce fence permits; sidewalk dining permits; and permits for Civic Activity Signs.
- Respond to public inquiries regarding requirements of the Zoning and Subdivision Codes. Prepare zoning determination letters. Review Merchant License Applications for compliance with the Zoning Code. Review building permits for zoning compliance.
- Review and process subdivision and boundary adjustment plats for approval and recording.

- Maintain computer data bases and paper files for applications heard by the Plan Commission and Board of Adjustment, and Ordinances amending the Zoning Code.
 - Create custom reports within the City's permit tracking software.
 - Participate in research and plan preparation for comprehensive plan elements and small area studies.
 - Other duties as assigned.
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Education, Experience & Training for Performing Essential Functions

Equivalent to a Bachelor's Degree in land use planning or other related field and two (2) years progressively responsible experience in community planning and land use development administration. A Masters Degree in Urban Planning or related field may be substituted for experience. Proficiency in the use of desktop computer, including word processing, database management, excel and Powerpoint is required.

General knowledge of principles and practices of urban planning and development; state and local laws that govern the development and use of land; basic real estate practices and procedures; computer database and word processing applications, and Arcview GIS software.

Ability to review development proposals for consistency with approved plans and development regulations; prepare written reports in a clear, concise manner to convey development issues and staff recommendations; convey complex concepts in oral presentations to diverse individuals and groups of citizens; organize information and data for presentation so that issues, facts, and solutions are easily communicated; manage routine tasks and special assignments to complete assigned duties in a timely, accurate, and professional manner.

Work Environment and Physical Demands

Work is normally performed in a general office environment with appropriate heating and cooling and is not subject to significant occupation or environment hazards other than those normally associated with general public contact.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made. Employee must be able to sit, walk, talk and hear within normal limits with or without corrective assistance. The employee must regularly lift/move

up to 10 pounds and occasionally lift/move up to 25 pounds. Employee must be able to sustain the manual dexterity to operate standard office equipment.

A job description is written to describe work to be performed by the ideal candidate. A less qualified individual may fill the position on the condition that, with training, they will fully meet responsibilities and skills within a reasonable period of time.