



Job Title: Planner I/II	Reports to: City Planner
Department: Planning	Job Grade: Non-Exempt
Revision Date:	Fair Labor Standards Act (FLSA)

Area Overview

Rich in pioneer heritage and history, the community of Watford City is on the edge of the beautifully rugged Theodore Roosevelt National Park and will forever be known for its sweeping badlands, grasslands, Lake Sakakawea and Little Missouri River access, which all lend themselves to many kinds of adventures for the avid outdoorsman with a passion for deer hunting or extreme mountain biking to the family who enjoys exploring nature or boating on the big lake. Watford City residents and their families also enjoy beautiful parks, a walking path, a fishing pond, a water park and pool and the perks of a new multi-million dollar Community Event Center.

Holding true to its innovative spirit by recognizing its individuality and building and planning for the future, the community has made huge strides in their vision for growth with the opening of a new Hwy 85 bypass and four-lane highway west to Williston, the development and additions of five high-end hotels, a state-of-the art 200-child daycare facility, multiple housing developments, an elementary school addition, a new world-class high school and dozens of new restaurants and retail establishments. Plans are currently underway for a new healthcare facility and an airport expansion.

This sort of rapid change has created diverse opportunities for both longtime citizens and new residents, and of course, has captured the attention of the world's media in search of the scoop on the landscape, economy, industry and the everyday people who call this place home.

Position Summary

Under general supervision by the City Planner, the Principal Planner assists in the planning and implementation of department projects and programs by collecting data, completing research, and reviewing plans. The Principal Planner performs analytical work through the collection and interpretation of data used to prepare plans, reports, maps, tables and charts.

Characteristics of a Successful Principal Planner

<ul style="list-style-type: none"> • Honest • Positive outlook • Motivated • Energetic • Flexible and adapts easily to new situations • Takes pride in their work and their team member's work 	<ul style="list-style-type: none"> • Keeps a focus on creating an exceptional service experience • Easily builds rapport with others • Detail oriented • Accountable for their actions • Ability to troubleshoot and think through complex systems
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Essential Job Functions

- Collects and interprets data and information used to prepare plans and reports.
- Prepares maps, photos, tables, and charts reflecting conditions and trends for planning reports and presentations.
- Performs analysis of ideas, proposals and applications to identify compliance with current ordinances, policies, and practices.
- Identifies likely positive or negative outcomes; based on analysis, identifies environmental, economic, or legal impact and ways that positive impact can be reinforced and negative impact mitigated.
- Interacts with the public, community leaders, contractors and developers to exchange basic fact information pertaining to department policies, procedures and protocols; refers to others as appropriate and follows up to ensure inquiries are resolved satisfactorily.
- Evaluates and communicates with others in the work unit to provide information and training relating to work assignments and progress of work or to convey information about conditions or work related needs.
- Attends meetings, seminars, forums and other functions pertaining to planning or economic development.
- Reviews site plans for compliance with the Land Development Code.
- Advises developers and responds to questions on land use regulations, standards, guidelines, development and redevelopment policies, and parking policies.
- Researches project files, minutes, resolutions and ordinances to find information needed for site plan reviews and other projects.
- Maintains and updates zoning records of the City.
- Reviews, approves and processes site development plans, annexations, vacancies, zoning for NDCC compliance.
- Assists with special meetings for neighborhood plans and other planning activities.
- Coordinates and oversees the activities, programs and services of the planning department. This includes planning studies, comprehensive plans, land development ordinances (zoning, subdivision, etc.) and department-related programs.
- Assists flood plan administrator.
- Represents the planning department, as needed or requested, during day to day activities, at City Council, Planning and Zoning and other meetings to present plans, staff recommendations and accomplishments and to discuss and advise on the development and implementation of plans and programs.
- Creates, maintains and updates databases using GIS.
- Conducts research (Recorder's Office, files, and database) of legal documents to insure correct platting of property descriptions.
- Produces printed maps for City Departments and the general public showing map features, property boundaries, platted lots, recorded bearings and distances as applicable, parcel numbers, etc.



- Reviews and processes land use request/applications to the Planning Commission and City Council, including all required publications, certifications, filings and associated paperwork, reviews for completeness and compliance with Land Use Regulations and criteria, prepare and present staff report at a public hearing or meeting. This includes the preparation and mailing of materials and development of agendas.
- Assists in the monitoring of Conditional Use Permits and Development Plans for compliance. Maintain calendar of deadlines for conditions and expiration.
- Assists public with land use issues, including interpretation of regulations, application and hearing procedures, and code enforcement issues.
- Keeps abreast of new developments and changes in the fields of community development, planning, and land use.
- Performs other duties and activities as assigned.

Requirements/Knowledge/Abilities

- Public administration; Interpret federal, state and local regulations pertinent to urban planning and development.
- Organization and statistics.
- Synthesize and analyze data.
- Performing mathematical computations such as algebraic functions.
- Effective oral and written communicator with well-developed interpersonal skills to create positive interactions with coworkers, supervisors, the general public to exchange or convey information, resolve disputes and receive work direction.
- Computer software used in planning, including ArcView and AutoCAD.
- Geographic information systems.
- Research methods and graphic representation of data.
- Principles and practices of urban planning and local and state land use regulations.
- Prepare PowerPoint presentations.
- Read legal descriptions, deeds, plat books, maps, and software procedures manuals.
- Interpreting land descriptions, maps, drawings, charts, plans, survey records, and aerial photos.
- Reading, understanding, interpreting and applying relevant rules, ordinances, codes and regulations.
- Working within deadlines to complete projects and assignments.

Judgment/Decision Making

- Helps City Planner develop objectives and general policies and procedures within the general scope of the established goals and plans.
- Independent judgment on day-to-day work and decisions.
- Frequently challenged to solve complex problems while reviewing end results with supervisor.
- Strategic issues are referred to supervisor.



- Use of judgment significantly affects the outcome of the department and City.

Relation to Others

- Customer relations and service techniques.
- Conducting public education and outreach activities and programs.
- Offers suggestions to improve the activities of the department and the operation of the City in general. Exhibits a positive image and outlook when interacting with coworkers and/or the public. Serves as a positive role model for others.
- Preparing clear and concise reports and memos.
- Interacting with State and Federal Regulatory Agencies.
- Ability to establish effective working relationships.

Education/Experience

- Bachelor's Degree in Urban or Community Planning, or Landscape Architecture or closely related field.
- Two years of municipal planning experience or internship, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
- A valid driver's license or evidence of equivalent mobility is also required.

Working Conditions/Physical Demands

- This job is performed in a normal office environment, with a majority of time spent collecting and interpreting data for computer-generated reports and speaking to others on a telephone.
- Activities must perform include fingering, grasping, talking, hearing/listening, seeing/observing and using repetitive motions.
- Must be able to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City Administrator retains the discretion to add duties or change the duties of this position at any time.