



**CITY OF TUSCALOOSA**  
invites applications for the position of:  
**Planner**

An Equal Opportunity Employer

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**SALARY:**

\$44,356.26 /Year

**OPENING DATE:** 08/21/17

**CLOSING DATE:** 09/03/17 05:00 PM

**SUMMARY:**

The purpose of this classification is to perform specialized work functions associated with city planning and zoning within Urban Development. Work includes the performance and coordination of inspections and enforcement of all applicable codes, maintaining and updating geographic information system (GIS) mapping and databases as well as assisting in the daily operations of the department.

**ESSENTIAL FUNCTIONS:**

**The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.**

Projects long-range demographic, economic, and trends influencing land use, transportation needs, parks, utilities, housing and institutional frameworks; recommends community development plans.

Prepares comprehensive plans or portions thereof for neighborhoods and the entire city including zoning, land use, housing, infrastructure, transportation and recreation.

Creates, revises, updates, and maintains digital data and databases used to create maps and/or spreadsheets which includes Tuscaloosa city limits, police jurisdiction, planning jurisdiction, council districts, census tracts, and miscellaneous department-related maps.

Continuously maintains and updates GIS databases; tracks and gathers data and ensures accuracy.

Gathers, generates, compiles, and consolidates city demographic digital data and coordinates the use of data with other city departments; identifies and develops new sources of data that might be used directly or translated into the GIS; translates digital data as necessary into formats usable by the GIS.

Coordinates, consults, and assists Information Systems Department staff with GIS related problems, data, and available information; analyzes present GIS and identifies ways to improve digital data distribution, data output, and needed hardware/software updates; coordinates computer work with computer draftsman using GIS and CAD software.

May research grants available to the city and make recommendations; prepare grant proposals; prepare budgets for grants; administer various grants.

Creates graphics as needed such as info maps, building renderings, interactive maps, etc.

Gathers, generates, compiles, and consolidates city demographic data; creates and updates related maps and/or reports.

Prepares forms, contracts, plans, grant proposals, records, correspondence, and maps; processes, records, updates, forwards, and maintains documents.

Receives forms, plans, proposals, requests, records, blueprints, correspondence, maps, and other documents; reviews, processes, responds, forwards, and maintains. Plans, schedules, and conducts public hearings to exchange information, identify problems, and develop goals.

Consults with supervisors, regulatory agency personnel, engineers, contractors, architects, and other agency officials to review departmental operations, discuss problems, coordinate activities, develop long-term plans, provide technical expertise, and receive advice/direction.

Attends meetings and serves on committees.

Responds to questions and requests for information/assistance by telephone or in person from the general public, employees, officials or other persons regarding ordinances, regulations, and census data.

Reviews census data once every ten years and challenges; reviews city council/mayor election every four years; reapportions city council districts.

Assists in managing city cemetery, specifically: assisting in locating burial spaces, coordinating maintenance with the department of transportation, performing an inventory of burials, and updating related computerized files.

Coordinates with property owners and other city departments concerning annexations; conducts related title searches; prepares annexation petitions.

Maintains an awareness of new trends/advances in the profession; attends workshops and training sessions.

Recommends policies and procedures that guide and support the provision of quality services by the Department.

Incorporates continuous quality improvement principles in day to day activities.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Environmental Studies, Community Development, Urban Planning, Public Administration, or related field preferred; two years' experience in project coordination, comprehensive planning, historic preservation, working with GIS databases and mapping creation, and/or a related field preferred. Must possess and maintain a valid driver's license.

**MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS:**

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

**PHYSICAL REQUIREMENTS:** Must be able to operate a variety of drafting tools and automated office equipment including a computer, printer, calculator, copiers, facsimile machines, telephone, drafting instruments, etc. Physical demand requirements are at levels of those for sedentary work.

**DATA COMPREHENSION:** Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include maps, blueprints, legal ordinances/documents, directories, procedural manuals, and operational manuals.

**INTERPERSONAL COMMUNICATION:** Requires the ability to speak with and/or signal people to convey or exchange legal, civil engineering, accounting, financial, and public relations information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with the general public, regulatory agencies, the mayor, and city council.

**LANGUAGE ABILITY:** Requires ability to read a variety of legal, financial, public relations, and civil engineering documentation, directions, instructions, and methods and procedures. Requires the ability to write job related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice such as in public speaking situations before the city council and community groups.

**INTELLIGENCE:** Requires the ability to learn and understand complex legal, financial, public relations, and civil engineering information, and operational principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

**VERBAL APTITUDE:** Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

**NUMERICAL APTITUDE:** Requires the ability to add and subtract, multiply and divide, calculate decimals and percentages; utilize basic geometric formulas; and generate statistics.

**FORM/SPATIAL APTITUDE:** Requires the ability to visually inspect items for proper length, width, and shape using job related equipment which includes drafting instruments and standard measuring devices.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using job-related equipment and to operate a motor vehicle.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, machinery, automated office equipment, control knobs, drafting instruments, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

**COLOR DIFFERENTIATION:** Requires the ability to discern color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under considerable stress when confronted with an emergency.

**PHYSICAL COMMUNICATION:** Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.tuscaloosa.com>  
Resumes will not substitute for an application

Job #40790003  
PLANNER  
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OUR OFFICE IS LOCATED AT:  
2201 University Boulevard  
Tuscaloosa, AL 35401  
205-248-5230

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### **Planner Supplemental Questionnaire**

\* 1. Do you have a Bachelor's Degree in Environmental Studies, Geography, Urban Planning, Business/Public Administration or a related field?

Yes    No

\* 2. Do you have experience working with GIS, mapping, and data collection?

Yes    No

\* 3. Please describe this experience.

\* 4. Please describe any experience you have in Customer Service.

\* Required Question