



Job Announcement

Planner

Bentonville is a fast-growing community of nearly 50,000 located in the northwest corner of Arkansas with an MSA population over 500,000. Walmart and Sam's Club headquarters are located in Bentonville.

The City of Bentonville is seeking a mid-level professional to fill the position of Planner. This is a full-time position with the primary purpose of conducting reviews of zoning and development applications for compliance with city codes. The position requires efficient management of records, clear and concise correspondence and report writing, and gathering and organization of resources for Planning Commission, Board of Adjustment and City Council.

The applicant must have quality verbal and written communication skills and able to provide excellent customer service for interaction with city staff, residents, businesses, volunteers, and elected officials. Skills required include proficiency in Microsoft Office Suite (Word, Excel) and ESRI GIS. The position is a direct report to the Community & Economic Development Director. Work days are Monday through Friday, 8:00 a.m. – 4:30 p.m. plus regular meetings on Tuesday evenings.

Requires a Bachelor's Degree in Urban Planning or a related field, with two to five years' experience in planning and zoning, or a combination of equivalent education and experience.

Pay Range: \$44,720 - \$55,879

Application available at: http://www.bentonvillear.com/assets/hr_files/job_app.pdf

Deadline: September 8, 2017, 5:00 p.m. CST



JOB DESCRIPTION

Job Title: Planner
Department: Community and Economic Development
Reports To: Community and Economic Development Director
FLSA Status: Non-Exempt
Safety Status: None
Pay Status: Hourly
Prepared By: Human Resources
Prepared Date: 17 August, 2017
Approved By: Community & Economic Development Director
Approved Date: 17 August, 2017

SUMMARY

Assists in the administration of development and zoning ordinances adopted by the City in accordance with the City's comprehensive plan; conducts planning research and assists in the development of planning documents.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Reporting relationships, work assignments, and work schedules may be subject to change in order to meet City needs or operational requirements. Attendance at work and the ability to get along with the public, supervisors, and co-workers are essential elements of this position. Other duties may be assigned.

Reviews plans and specifications for subdivision and other developments for compliance with the City's development and zoning ordinances.

Reviews petitions for variances, annexations, street and alley closings, and abandonments.

Coordinates plan reviews with department heads and utility companies.

Prepares reports for the Planning Commission and Board of Adjustment; maintains records of decisions by the Planning Commission and Board of Adjustment.

Inspects properties, structures, and facilities for compliance with approved development plans.

Prepares staff reports for Planning Commission making finding and conditions of project approval.

Summarizes information from maps, reports, field and file investigations.

Answers public inquiries and conducts field interviews regarding planning and permit matters.

Assists with the development of reports and presentations to various boards and commissions.

Analyzes and develops solutions to planning issues.

Conducts planning research including demographic and statistical analyses, surveys of existing conditions, and projections of need in the areas of land use, utilities, transportation, solid waste, public protection, recreation, housing, and social services programs.

Coordinates and assists in community outreach programs for community volunteer projects.

Develops and implements special projects and state/federal grant projects; creates and updates information systems and maps of the City.

Deal courteously & diplomatically with the general public.

Performs other related duties as required.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A) from four-year college or university and two (2) to five (5) years related experience and/or training; or equivalent combination of education and experience.

Knowledge of the principles, practices, and methods of planning administration and laws; including forecasting and feasibility analysis; and knowledge of Geographic Information Systems (GIS).

Proficiency in Microsoft Office Suite and "ESRI" GIS.

LANGUAGE SKILLS

Ability to read and comprehend codes, specifications, legal descriptions, maps, development plans and plats. Ability to confer with owners and others to provide accurate information concerning codes. Ability to communicate clearly and effectively, both orally and in writing. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures, and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid driver's license.

PHYSICAL DEMANDS

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 to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include distance vision, color vision, and depth perception. These physical demands are specifically for conducting site analysis in turn used to develop staff reports for city boards and commissions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description but which are commensurate with similar levels of responsibility.