

City of Bryant

Asst Planning Director/Grants - Prop 2017

Job Description

Job Code: 1001
Exempt: Yes
Department: Planning Department
Reports To Planning Director
Location: City Hall
Date Prepared: November 05, 2009
Date Revised: November 30, 2016

GENERAL DESCRIPTION OF POSITION

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Ensures that City Council and the Mayor is kept fully informed on the condition of the City and about any trends, events, or emerging issues of significance to the City's success.
2. Assists with the development and presentation of annual departmental budget.
3. Reviews drawings and documents submitted on comprehensive site plans, subdivision and other land use proposals to ensure compliance with ordinances and regulations and provide direction as needed.
4. Reviews all departmental reports and presentations; attends meetings of the Planning Commission and Board of Zoning Adjustment.
5. Serves as consultant and advisor to the Mayor and to assigned Committees and Commissions regarding planning, land use, zoning and development issues. Performs annual review of all City land use regulations and recommends changes to the Planning Commission, when needed.
6. Oversees preparation of clear and concise reports for applications by homeowners and businesses regarding planning and zoning appeals.
7. Assists with requests for annexation, island annexations and ballot annexation proposals to the city. Performs analyses of proposals, preparing and presenting reports regarding annexations to the Planning Commission.
8. Responds to questions and complaints from landowners, developers and the general public concerning Planning and Community Development issues.
9. Maintains effective working relationships with developers, contractors, land owners and attorneys.
10. Provides guidance pertaining to planning and community development processes, zoning ordinances, and related laws and requirements.
11. Performs site visits and inspection of projects for conformance to the Comprehensive Plan.

12. Serves as the first contact with developers and land owners within to do business in the city in a manner that presents a professional and knowledgeable atmosphere.
13. Participates in research and presentation of studies of land use, demographic, economic, and development characteristics of areas within the City planning boundaries.
14. Coordinates project activities with government regulatory agencies or other governmental agencies.
15. Develops directs and participates in planning projects within the City planning boundaries that include area-wide comprehensive plans, neighborhood plans, parks and recreational plans, trail plans etc.
16. Performs site visits and inspection of projects for conformance to the Comprehensive Plan.
17. Plan, develop and implement grant accounting and administrative procedures with input from applicable departments.
18. Conduct research on internet sites, periodicals, trade and association publications for additional State and Federal grant programs.
19. Ensures the integrity of all grant applications prior to submission for approval.
20. Work with the Finance department to develop and maintain a grand administration budget.
21. Discuss the impact of proposed programs and make recommendations to the Mayor and department heads.
22. Prepare and oversee the preparation of grant proposals to include grant writing, guidance, budget preparation and interpretation of funding agency regulations.
23. Prepare clear, sound, accurate and informative correspondence reports and make recommendations as needed.
24. Work with the Finance department to manage all proposals and funding source requirements. Manage all grant files in preparation for annual audits and/or grantor auditing.
25. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree, plus 12 to 18 months related experience and/or training, and 7 to 11 months related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small

group situations with customers, clients, general public and other employees of the organization. Ability to read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format; Ability to effectively present information to top management, public groups, and/or boards of directors. Ability to read, analyze, and understand the most complex documents; Ability to respond effectively to the most sensitive inquiries or complaints; Ability to write speeches and articles using original or innovative techniques or style; Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Valid Arkansas drivers license or a valid driver's license recognized by the State of Arkansas.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

AICP Certification

SOFTWARE SKILLS REQUIRED

Intermediate: Presentation/PowerPoint, Spreadsheet, Word Processing/Typing

Basic: 10-Key, Accounting, Alphanumeric Data Entry, Contact Management, Database

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of large organizational component and the organization's clientele.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Oversight. Activities covered by expansive policies and objectives, and oversight as to execution and review. High order of analytical, interpretative, and constructive thinking in varied situations covering multiple areas of the organization.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

Supervises the following departments: City Interns

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Small. Job creates a monetary impact for the organization from \$100,000 to \$1mm.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with

others in taking action for a department and/or total organization.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

ENVIRONMENTAL CONDITIONS

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

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

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to walk, sit, use hands to finger, handle, or feel, talk or hear; frequently required to reach with hands and arms; and occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; color vision; and depth perception.

ADDITIONAL INFORMATION

The incumbent must have knowledge of principles and practices of Urban and Regional Planning, Arkansas land use laws and how planning regulations are developed and administered, techniques of demographic or economic development research, and descriptive statistics. Must have the ability to interpret and analyze technical and statistical information. Machine skills include computer, calculator, FAX machine, copy machine, and typewriter. The incumbent must possess excellent interpersonal skills when dealing with the public, either in person, telephone, or in writing. Ability to attend meetings of the Planning Commission, Board of Zoning and Adjustments, or City Council, if required. Masters in Planning, Geography, Public Administration, or related field.

