



**TOWN OF BUENA VISTA**  
**Job Title:**  
**Planner II**

Department: Planning	Pay Grade: 5
Reports to: Planning Director	Wage Range: \$43,269 – \$65,582 annually
Work Location: Town Hall	Effective Date: 4/25/2022
FLSA Status: Exempt	Revision Date: 4/25/2022
Full Time: Yes	Approved By: P. Puckett

**JOB SUMMARY**

Provides technical expertise, plan and development review, and general input into the Town’s current planning and development functions. Plays the primary role in current development review activities for the Town to ensure compliance with the Municipal Code as well as alignment with the Town Collective Vision Statement. Performs a variety of technical and administrative tasks such as planning, plan reviews, code analyses, and coordinating and representing proposed code changes to the Planning & Zoning Commission.

**JOB DUTIES**

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Buena Vista reserves the right to modify or change the duties or essential and additional functions of the job at any time.

- Conducts and coordinates an efficient and customer-centered application review process and uses mastery of the Town’s Municipal Code together with common sense and the goals and Collective Vision Statement in the Comprehensive Plan to effectively process applicant submittals and reviews.
- Plays the primary role in all development application reviews – coordinating with Town staff and consultant planners and engineers.
- Prepares and/or assists in the preparation of staff reports and other agenda items for the Town Administrator and the Planning & Zoning Commission and assists as needed with the preparation of agenda items for the Town Board of Trustees, Historic Preservation Commission, Board of Adjustment, Board of Appeals and any other Commissions or Committees as needed.
- Participates in negotiation of development agreements and ensures implementation of such agreements once approved by the Board of Trustees. Coordinates field inspections and other review activities to ensure conformance with approved plans.
- Assists the Planning Director as requested with special studies relating to planning and zoning.
- Works with the Planning Director and Planning Technician to review and recommend changes as needed to the Municipal Code as well as development review processes and procedures.

- Assists Planning Director as requested in providing information, presentations, reports, and recommendations to the Town Administrator, the Planning & Zoning Commission, the Historic Preservation Commission, the Board of Adjustment, and the Board of Trustees regarding building, zoning, and other development review applications and issues.
- Ensures compliance with local ordinances and state statutes regarding the conduct of business by public bodies (e.g., public notice of meetings, record keeping requirements, etc.).
- Acts as staff liaison for the Planning & Zoning Commission. Organizes, schedules, and participates in the Planning & Zoning Commission meetings.
- Proactively relays complaints, concerns, and questions from residents, contractors, developers, business owners, and public and private agencies concerning Town services, policies, and procedures, and Planning Department activities and programs to the Planning Director.
- Assists the Planning Director as requested with long-term planning projects with the community, stakeholders, other governmental entities, the Planning & Zoning Commission, and the Board of Trustees.
- Assists the Planning Director with implementing the Comprehensive Plan, focusing on developing and recommending complementary changes to the Municipal Code.
- Assists the Planning Director and other department heads with the completion and maintenance of a Technical Manual which provides complete development standards and specs; leads the regular review and updating of this manual at least annually.
- Other duties as assigned by the Planning Director or Town Administrator.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **Knowledge of:**

- Principles and practices of urban/rural and regional planning, environmental land use and development reviews.
- Municipal planning; federal, state, and local laws and other laws pertaining to land use planning and development as well as codes, ordinances, and planning regulations and processes in current planning review.

#### **Skills and Ability to:**

- Handle stressful and negative interactions tactfully; handle aggressive interpersonal interactions professionally. Consider different points of view to reach an agreement.
- Facilitate and mediate conversations, discussions, and plan reviews toward a productive, compliant, and mutually beneficial end.
- Read and understand legal descriptions of property.
- Evaluate and resolve complex planning issues.
- Communicate via oral and written mediums as well as in-person and virtual presentations.
- Mastery of Microsoft Office suite applications.
- Initiative and independent judgment. Individual must be a highly organized, detail-oriented, team player with superior time management skills.

- Edit and write a range of materials for a variety of audiences and make clear public presentations on a variety of planning related topics.
- Be flexible with the ability to work in a dynamic environment.
- Manage time effectively in order to maximize Town resources and ensure timely completion of development review tasks.
- Mastery of BlueBeam Revu software and experience with planning databases strongly preferred.

**EDUCATION AND EXPERIENCE**

- **Education/Training:** A Bachelor's degree in Planning, Urban Studies, Public Administration or related field. Master's degree in Planning or a related field is preferred. Work experience may be considered in lieu of education.
- **License or Certificates:** AICP preferred
- **Work Experience:** A minimum of three (3) years of experience in development review in planning or a planning related field, or any combination of education and experience that provides the required knowledge, skills and abilities.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the functions of the job. Work involves walking, talking, hearing, using hands to handle, feel, or operate objects, tools, or paper, and reaching with hands and arms.

- **Environment:** Most duties of this position are performed in an office environment and involve sitting at a computer for extended periods. Some duties will be performed outdoors including in inclement weather.
- **Physical:** Frequent sitting, standing, step climbing, and walking. Must be capable of lifting 30 pounds. May require reaching and lifting above the shoulders, climbing, balancing, bending, stooping, kneeling, and/or crouching. Must be able to operate motor vehicles.
- **Vision:** Must have good close, distance, and peripheral vision, as well as depth perception and the ability to adjust focus.
- **Hearing:** Must be able to talk and hear in order to communicate information and maintain awareness of the environment. Employee must be able to use a telephone.

**ACKNOWLEDGEMENT**

By signing below, you are acknowledging that you are in receipt of this job description:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name