



## **City Planner**

**Salary:** \$47,000-\$59,000 Dependent on Qualifications and Experience

**Benefits:** Health, Dental, Life, Retirement

**FLSA Status:** Full Time Non-Exempt

**Department:** Community Development

**Reports to:** City Manager

**Shift:** Full-Time 8:00-4:30 M-F

### **General Job Description:**

Under general direction and supervision of the City Manager, the City Planner serves as the administrative lead in performing various planning functions including the review, analysis, presentation, and coordination of rezoning applications, preliminary and final plat applications for new developments, special exception and variance requests, in addition to other related applications and processes.

The position is responsible for both current and comprehensive planning activities and topics, preparing maps and presentations for various meetings, as well as updating and managing relevant municipal codes related to planning. Applicants must have the ability to effectively manage multiple projects with varying degrees of complexity and perform related field work as needed or assigned.

### **Essential Duties and Responsibilities:**

- Respond to citizen inquiries regarding the interpretation and implementation of municipal codes, zoning and land use.
- Prepare clear, accurate, and concise reports, correspondence, and other materials as needed.
- Conduct analysis on planning and zoning applications and report findings to various commissions and boards including the Noble Planning Commission, City Council, and Zoning Board of Adjustment.
- Advise customers, including but not limited to, architects, builders, attorneys, contractors, engineers and the general public on the Comprehensive Plan and other land use matters or concerns.
- Performs various mapping needs utilizing Geographic Information Systems (GIS) to create and update maps using zoning, water/sewer, streets, and other data.
- Assist in the development of RFPs, RFQs, NOIs, and grant proposals.
- Administer state and federal grant projects in accordance with applicable laws and guidelines.

### **Skills and Abilities Required:**

- Handle stress effectively and maintain professionalism and tact when communicating with customer inquiries or concerns.
- Read and interpret City comprehensive plans, codes, reports, research materials, plans and specifications, and other applicable maps and drawings.
- Ability to effectively communicate orally and in writing;
- Ability to work independently and proactively;
- Ability to read and interpret maps, site plans, and building plans as needed;

- Ability to prepare and effectively present oral, written, and graphical presentations to relevant boards and commissions.
- Ability to maintain effective working relationships.
- Knowledge in GIS systems and mapping strategies.

### **Education and Experience:**

- Bachelor's degree in urban and regional planning, landscape architecture, public policy, architecture, or engineering preferred.
- Or**
- A combination of Bachelor's degree in a related field with at least two (2) years of professional experience in City Planning.

### **Licenses and Certifications**

- Valid Oklahoma Driver's License and satisfactory motor vehicle record

### **Working Conditions/Physical Requirements**

- Some exposure to unpleasant and unpredictable weather;
- Subject to local travel on a daily basis; and
- Required attendance of events and monthly meetings after regular business hours.

### **How to Apply:**

Applicants should complete the following required items:

- General Employment Application (available at <https://cityofnoble.org/departments/human-resources>)
- Resume
- Cover Letter

When all required items are complete, applicants may submit in the following manner:

- **Mail** to City of Noble, Attn: City Manager, PO Box 557, Noble, OK 73068
- **Email** to [r.porton@cityofnoble.org](mailto:r.porton@cityofnoble.org)
- **Deliver** to Noble City Hall at 304 S. Main St., Noble, OK

Selected applicants must pass background investigation. Position is open until filled. The City of Noble is an EOE.