



The City of Morgantown, West Virginia

Development Services Department

Equal Opportunity Employer

Position: Planner III
Employee Type: FLSA Exempt
Rate-of-Pay: \$26.84 / hr \$55,827 / yr
Date: August 31, 2015
Deadline: September 25, 2015



The City of Morgantown, population 31,073 (US Census Bureau, 2014 estimate), ranked one of the “Best Small Cities” and “Best Places for Business and Careers” in America, is currently recruiting a **Planner III**. Morgantown is home to West Virginia University, the largest institution of higher education in the State with an annual enrollment of 29,175 (Fall 2014); is the medical, cultural, and commercial hub of the region; and, experiences an estimated daytime population of 70,000. Morgantown has been recognized for experiencing the strongest growth and lowest unemployment rates in the nation.

The position of **Planner III** requires professional planning work of moderate difficulty to high complexity. It is characterized by increasingly specialized knowledge of the planning field and a variety of required duties and responsibilities

Functions

- Interpret and apply applicable city development ordinances and regulations.
- Review various development applications including building permits, site plans, subdivisions, variances, conditional use, zoning map amendment petitions.
- Perform field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans.
- Initiate actions necessary to correct deficiencies or violations of regulations.
- Assist with updates and maintenance of the Comprehensive Plan and land development regulations.
- Conduct extensive research in specific or general project areas.
- Write and/or assist in writing formal and technical reports, working papers, correspondences, ordinances, regulations, and operating procedures.
- Present reports and other findings to staff, Planning Commission, Board of Zoning Appeals, and City Council and serve as liaison to various standing and ad hoc committees.
- Recommend priorities, schedules, and funding sources to implement public improvement planning and implementation.
- Attend substantial number of evening and weekend meetings.

Knowledge

- Well-developed knowledge of professional planning principles, practices, and administration particularly in one or more planning specializations such as housing and community development, land use and environmental planning, economic development, etc.
- Pertinent land use related federal, state and local laws, codes and regulations including recent changes.
- Citizen involvement techniques and processes.
- Principles, methodology, practices of research and data collection.
- Methods and techniques of effective technical report preparation and presentation.
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations.
- Knowledge of computer hardware and software programs including Microsoft Office, ArcGIS, database management, internet applications, etc.

Skills

- Ability to review development plans and apply provisions of codes and ordinances to determine compliance with such regulations and to apply regulations to field conditions.
- Capable of managing multiple, high-priority projects, assignments, and issues simultaneously and meet firm deadlines.
- Creative problem-solving skills to gather relevant information and resolve less well-defined practical problems.
- Innovative, detail-oriented, and experienced in highly visible/controversial projects.
- Strong interpersonal skills to develop good working relations at various levels and to resolve complaints.
- Group facilitation skills for use with community workshops.
- Strong analytical skills to interpret research data for reports and apply mathematic techniques in practical situations.
- Reading comprehension to understand technical and legal materials.
- Ability to work independently and in a team environment as needed.

Minimum Qualifications

- A Bachelor's degree from an accredited four-year college or university in urban planning or a closely related field.
- Four (4) years of experience in planning profession.
- Ability to obtain AICP certification within two (2) years of hire.
- Possession of a valid driver's license.

Desirable Qualifications

- A Master's degree from an accredited four-year college or university in urban planning or a closely related field.
- Six (6) years of experience in planning profession.
- AICP certification.