



CITY OF HOT SPRINGS, ARKANSAS

Job Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions herein described.

Development Counter Planner I

Department	Planning and Development
Pay Grade	12
FLSA Status	Non-Exempt
Safety Sensitive	No

JOB SUMMARY

The primary responsibility of this position is to solve problems and smooth the path from pre-application to final approvals. Under general supervision and/or direction, performs research on prior land use actions, advises applicants and citizens on current zoning procedures, and reviews, refers and approves minor building permits for remodeling, decks, pools, and other accessory structures.

ESSENTIAL JOB FUNCTIONS

- Responds to telephone, written and in-person requests from the public for information and interpretation related to the City's Development Code, rules, policies, procedures, and regulations and facilitates resolution of conflicting views on project requirements; advises applicants and citizens on the current zoning of property.
- Provides research assistance to the public and planners regarding prior land use actions on land within the City of Hot Springs. Advises architects, builders, attorneys, contractors, engineers, and the public on the City's development policies, procedures, and standards and other land use matters including the current zoning of property. May assist in research of these matters.
- Analyzes and reviews development proposals or applications generally minor in nature such as, subdivisions, architectural reviews, development permits, variance applications, building permits, and temporary use permits for compliance with appropriate planning principles, regulations, and policies.
- Assists with the intake and sufficiency review of land use applications; reviews and approves building permits for zoning compliance.
- Reviews and approves minor development permits and temporary use applications under supervision and/or direction.
- Reviews and approves minor building permits for remodeling, decks, pools, and other accessory structures under supervision and/or direction.

- Prepares technical staff reports and presents to the Board of Zoning Adjustment Board, Board of Adjustment and Appeals or other boards and commissions. Retrieves, manipulates, and summarizes information for planning reports. Conducts field inspections to verify compliance with approved plans and conditions.
- Designs and prepares illustrative and graphic presentation materials for public hearings and meetings; utilizes the city's mapping programs. Attends evening and weekend meetings as needed.
- Performs any other related duties as required or assigned.

Supervision Received:

Under general direction of the Planning Manager.

Supervision Exercised:

None.

QUALIFICATIONS**Education and Experience:**

Bachelor's degree in a related field; and one year of related experience and/or training, and one (1) to six (6) months related management experience; or any equivalent combination of education and experience.

Licenses or Certifications:

AICP or AICP Candidate, American Institute of Certified Planners.
Certified Arkansas Planning Official preferred.

Knowledge, Skills and Abilities:

- Knowledge of planning, zoning, and development and familiarity of construction terminology and standards.
- Ability to use computers for data entry, word processing, permit management and meeting management.
- Ability to read, analyze, and understand common professional 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 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.
- 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.

PHYSICAL/MENTAL DEMANDS

While performing the functions of this job, the employee is regularly required to talk or hear; frequently required to stand, walk, sit, use hands to finger, handle, or feel; reach with hands and arms; intermittent standing, walking, occasionally pushing, carrying, or lifting; and occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Ability to frequently lift up to 10 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the functions of this job, the employee is occasionally exposed to work near moving mechanical parts, work in high, precarious places, outdoor weather conditions, wet or humid conditions. Periodically exposed to such elements as noise; but none are present to the extent of being disagreeable. The noise level in the work environment is usually moderate.

EMPLOYEE ACKNOWLEDGEMENT

I hereby acknowledge receipt of the job description and certify that I am able to perform the essential duties and responsibilities of this position and that I meet the qualification requirements stated herein. I acknowledge that in addition to the duties outlined above, I may be required to perform additional duties not specifically spelled out in this job description.

Employee Signature

Date

The information in this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, environmental conditions, or qualifications required of employees assigned to this job, and does not in any way represent a contract of employment.

The City of Hot Springs is an Equal Opportunity Employer and will not knowingly permit discrimination in hiring, promotion, or other conditions of employment with regard to race, color, religion, sex, age, disability, veteran status, marital status, ethnicity, pregnancy, sexual orientation, or national origin.