

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Jason Pugh, Human Resources Director
Date: 02/26/14
Subject: Approval of the City Planner job description and consequent redaction of the Planning Technician and replacing with the City Planner on the Schedule of Authorized Positions.

REQUEST:

The Human Resources Department requests that the Gautier City Council approve the new City Planner job description and subsequent Schedule of Authorized Positions by eliminating the current Planning Technician position and replacing it with a City Planner position.

DISCUSSION:

The Planning Technician position is currently vacant. A City Planner position is desired to facilitate the growing needs of the City of Gautier and will oversee all aspects of the city's planning division and will assist with future economic development and growth in the city. This will be a mid-level management position commensurate with the Building and Zoning Administrator, Grants and Projects Manager, and Cultural Services Manager. This position will report directly to the Economic Development Director.

There are no other changes to this Schedule of Authorized Positions.

FINANCIAL IMPACT:

The salary for the new City Planner position will be commensurate with the Planning Technician position that was recently vacated so there will be no financial impact with this change.

RECOMMENDATION:

Mississippi Code Annotated 21-9-45 establishes that the City Council may authorize positions upon recommendation of the City Manager. The City Manager recommends approval of the attached Schedule of Authorized Positions and new job description.

City Council may:

- 1) authorize the proposed Schedule of Authorized Positions and job description as presented;
- 2) authorize the proposed Schedule of Authorized Positions and job description with changes;
- 3) disapprove the Schedule of Authorized Positions and job description as presented.

ATTACHMENT(S):

Revised Schedule of Authorized Positions
Revised Organizational Chart
Job Description/City Planner



CITY PLANNER

Department:	Economic Development/Planning	Pay Grade:	13 (Schedule 2080)
Reports To:	Director	Exempt (Y/N):	Y
Competitive (Y/N):	N		

SUMMARY:

The position of City Planner operates under the general supervision of the Director of Economic Development/Planning. The position requires a professional with well-developed skills in development services, planning, zoning, researching, completing reports, making presentations, an understanding of economic development and a commitment to best practices and problem-solving in a team-oriented environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

The position of City Planner will include, but is not limited to, the following duties:

- Maintains a thorough knowledge of the zoning, subdivision, and other development codes of the City of Gautier and State of Mississippi and the City’s Strategic Plan and Comprehensive Plan.
- Provides technical information on land use applications, ordinances, codes, plans and related planning programs, services or regulations to property owners and the development community.
- Assists with site plan reviews and field inspections on all projects assuring for compliance with zoning ordinances.
- Addresses conflicts, researches alternatives and recommends solutions in a collaborative and problem solving approach.
- Processes zoning, subdivision and land use applications, prepares staff reports and makes presentations to boards, commissions, civic groups, general public and functions as part of the Plan Review Team.
- Interacts with the public in a professional and engaging manner.
- Functions as the staff secretary to the Planning Commission, Technical Review Committee, and the Historic Preservation Commission, reviewing all application material, preparing legal notices and agenda packet material, making presentations, and providing Boards with procedural guidance.
- Conducts technical research studies, prepares statistical reports and recommendations for drafting or revising zoning ordinances, local legislation and plans, projecting trends, monitoring social-economic data, etc. Assists in the economic development issues of the city.
- Enforces local ordinances and interprets city codes and master plans.
- Manages walk-ins and phone calls, answering questions and providing clarification to local citizens inquiring about local planning and zoning regulations and ordinances utilizing best practices.
- Assists with updating and implementing the Comprehensive Plan, Unified Development Ordinance, and other neighborhood plans in conjunction with other City staff and consultants.
- Serves on committees as needed.
- Attends meetings as the City’s representative, provides information and gathers insights regarding special or prospective projects.
- Coordinates neighborhood meetings to assist groups with developing achievable goals and objectives. Assists with identifying community-level grants and sources for partnerships.
- Performs effectively as a member of a team in carrying out the City of Gautier’s stated vision, Strategic Plan, mission and values assuring for professionalism.
- Focuses on quality customer service with a “one-stop shop” approach and promotes a development review process in a manner that maximizes collaboration and efficiency.
- Maintains awareness and works toward a spirit of cooperation and communication with co-workers and all departments within the City of Gautier assuring for professionalism and courtesy.
- Attendance is an essential function of this position.



CITY PLANNER

- Performs any other duties as assigned by the Department Director.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

(Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.)

- Thorough knowledge of land use, zoning laws and comprehensive plans, including their information, adoption and enforcement.
- Oral and written communication and interpersonal skills to explain rules and procedures clearly to the public.
- Problem-solving skills to gather relevant information to solve vaguely defined practical problems.
- Knowledge of effective writing techniques.
- Strong interpersonal skills are essential to maintain effective working relationships with others.
- Work requires significant independent judgment and initiative in complex issues that must meet professional standards as well as state and local regulations.
- Work requires thorough knowledge of local, state, and federal laws, regulations, zoning, land use, and other ordinances and codes, of the principles and practices of land use planning.
- Work requires thorough knowledge of governmental laws, programs, and services pertinent to the development and planning processes.
- Ability to establish and maintain effective working relationships with community groups, federal, state, regional, and City officials, and the general public is necessary.
- Ability to prepare comprehensive reports and studies and to express ideas effectively in oral and written forms and make effective public presentations is essential.
- Extensive knowledge of planning programs and processes and economic development.
- Review plans and apply provisions of the ordinances and codes to determine compliance with such regulations.
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS.
- Ability to concentrate, perform accurately and work under stress of deadlines.
- Ability to react to change productively and handle other tasks as assigned.

SUPERVISORY RESPONSIBILITIES: This position has no supervisory responsibilities.

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

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions. Average exposure to heights, work safety hazards, chemicals and fumes and accessibility of all work sites required for this position.

MENTAL AND PHYSICAL DEMANDS: The mental and physical demands 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.

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include close, distance, color, and peripheral vision, and depth perception. The employee regularly lifts and/or moves up to 25 pounds and occasionally lifts and/or moves up to 45 pounds. He/she is required to have above average memory, complexity of decision-making, timed pressure of decision-making, analytical thinking, conceptual thinking and have the ability to be flexible, innovative and collaborative.



CITY PLANNER

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a Bachelor's degree in Urban and Regional Planning or a closely related field with a minimum of two (2) years' experience in planning, zoning administration or community development. An American Institute of Certified Planners (AICP) certification is preferred but not required.

REQUIRED LICENSES AND CERTIFICATES:

- Must maintain a valid Mississippi driver's license.
- Possession of or ability to obtain AICP certification.

CIVIL SERVICE MINIMUM QUALIFICATIONS (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

CITY OF GAUTIER
FY 2014
SCHEDULE OF AUTHORIZED POSITIONS
(Underline New/Strike-Thru ~~Old~~)

	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
<u>JUDICIAL</u>					
City Judge	N/A	N/A		1	
Total Funded				1	
Total Non-Funded					
<u>EXECUTIVE DEPT</u>					
City Manager	N/A	N/A	1		
Executive Assistant	2080	10	1		
Total Funded			2		
Total Non-Funded					
<u>FINANCE DEPT</u>					
Comptroller	2080	21	1		
Finance Support Specialist	2080	11	1		
Accounting Generalist	2080	10	1		
Total Funded			3		
Total Non-Funded					
<u>HUMAN RESOURCES DEPT</u>					
Director	2080	21	1		
HR Generalist	2080	10	1		
Multi-Craft Maintenance Worker	2080	10	1		
Custodian	2080	6	1		
<i>Fleet Maintenance</i>					
Mechanic II	2080	11	1		
Mechanic I	2080	10	1		
Total Funded			6		
Total Non-Funded					
<u>CITY CLERK DEPT</u>					
City Clerk	2080	21	1		
DCC / Executive Assistant	2080	11	1		
Purchasing Agent	2080	10	1		
Administrative Clerk	2080	8	1		
<i>Court Division</i>					
Court Clerk II	2080	10	1		
Deputy Court Clerk	2080	8	1		
Total Funded			6		
Total Non-Funded					

	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
<u>POLICE DEPT</u>					
Police Chief	2080	22	1		
Executive Assistant	2080	9	1		
<i>CID</i>					
Detective Captain	2080	15	1		
Detective Lieutenant	2080	14	1		
Detective Sergeant	2080	13/14	1		
Detective	2080	11/13	3		
FBI Task Force Officer	2080	13	1		
Narcotics Officer	2080	11	1		
Crime Prevention Officer	2080	11	1		
Records Clerk II	2080	8	1		
<i>Patrol</i>					
Patrol Captain	2080	15	1		
Patrol Lieutenant	2184	11	4		
Patrol Sergeant	2184	10S	4		
Patrol Officer **	2184	9/10	14		
Dispatcher / TAC Officer	2080	10	1		
Dispatcher	2184	7	7		
<i>Traffic/Admin</i>					
Traffic/Admin Captain	2080	15	1		
K9 Officer	2080	13	1		
Traffic Sergeant	2184	10S	1		
Traffic Officer	2184	10	4		
School Guards	N/A	N/A		4	
Patrol Officer	N/A	N/A			21
Total Funded			50	4	21
Total Non-Funded					

** probationary officer 9
certified officer 10

	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
<u>FIRE DEPT</u>					
Fire Chief	2080	22	1		
Deputy Fire Chief/Fire Marshal	2080	15	1		
Executive Assistant	2080	9	1		
Fire Captains	2496	10	3		
Fire Lieutenant	2496	9	6		
Firefighters ***	2496	9/10	24		
P/T Firefighters ****	N/A	N/A		3	
Total Funded			36	3	
Total Non-Funded					

*** Probationary firefighter 9
Firefighter 10
**** PT Firefighters (\$10.00/hr)

	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
<u>ECONOMIC DEV DEPT</u>					
Director	2080	22	1		
City Planner	2080	13	1		
Planning Tech	2080	44	4		
Administrative Clerk	2080	8	1		
<i>Building & Zoning</i>					
Building & Zoning Administrator	2080	13	1		
GIS Analyst/Draftsman	2080	11	1		
<i>Neighborhood Services</i>					
Grants and Projects Manager	2080	13	1		
Neighborhood Improv. Coord.	2080	10	unfunded		
Code Enforcement Officer	2080	10	1		
Animal Control/ Code Enforcement Officer	2080	9	1		
<i>Cultural Services</i>					
Cultural Services Manager	2080	14	1		
Recreation Coordinator	2080	11	1		
Parks Supervisor	2080	11	1		
Administrative Bookkeeper	2080	10	1		
Grounds and Maintenance Oper.	2080	8	1		
Grounds and Maintenance Oper.	2080	8	unfunded		
Total Funded			13		
Total Non-Funded			2		

	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
<u>PUBLIC WORKS DEPT</u>					
<i>Utility Services</i>					
Division Manager	2080	14	1		
Total Funded			1		
Total Non-Funded					

Summary of Authorized Positions	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
Judicial Dept: Funded		1	
Executive Dept: Funded	2		
Finance Dept: Funded	3		
Human Resources Dept: Funded	6		
City Clerk Dept: Funded	6		
Police Dept: Funded	50	4	21
Non-Funded			
Fire Dept: Funded	36	3	
Econ Dev Dept: Funded	13		
Public Works Dept: Funded	1		
Non-Funded		1	
Total		117	21
Total Non Funded		2	



CITY OF GAUTIER ORGANIZATION CHART

FY 2013 - 2014

Presented March 4, 2014

(Underline New/Strike-Thru ~~Old~~)

