

ADMINISTRATOR, LAND USE REGULATIONS

PURPOSE: Provide lead direction and/or perform complex reviews to ensure development projects are in conformance with Comprehensive Plan.

FUNCTIONAL AREAS: Under direction of Director of Planning:

1. Perform complex reviews to assess immediate and long-term effects on land use, transportation, housing, recreation and economics in the City.
 - * A. Review, evaluate and process applications for land use related actions in adherence with federal and state statutes, local ordinances, regulations, Comprehensive Plan and accepted business practice.
 - * B. Manage environmental review process, including ensuring compliance with federal, state, and local regulations and procedures; overseeing preparation of Environmental Assessment Worksheets and other environmental review documents and procedures; and preparing documents related to environmental determinations.
 - * C. Identify and apply relevant statute, ordinance or regulation in response to specific question or condition; respond to questions and provide information to the public; provide explanation of and negotiate application requirements and issues; and make recommendations accordingly.
 - * D. Research information, analyze and interpret data, and communicate requirements, regulations and procedures.
 - * E. Attend meetings with project proposers, developers, boards, commissions and staff to identify and resolve problems.
 - * F. Formulate recommendations in the form of written and verbal reports to Planning Commission, City Council and others as directed.
 - * G. Draft ordinances and resolutions for City Council consideration and present specifics at Council meetings.
 - * H. Develop and analyze amendments pertaining to Comprehensive Plan and ordinances; and monitor implementation of Comprehensive Plan.
 - * I. Create and maintain files, maps, plats and other records related to land use actions, regulations and policies.
2. Perform related tasks.
 - * A. Provide direction to others on a project basis.
 - * B. Delegate tasks to others assisting with projects.
 - * C. Instruct others in work procedures.
 - * D. Review work of others assisting with projects.
 - * E. Act as deputy for Director of Planning when assigned.
 - * F. Review, evaluate, and recommend changes to department processes and procedures.
 - * G. Perform related tasks as assigned.

JOB REQUIREMENTS

Education & Experience Requirements

- ◆ A. Master's degree from an accredited college or university with major course work in planning, public administration, geography, urban design, natural resources, business administration or related field, plus five years of increasingly responsible experience in urban planning or zoning administration; or

- ◆ B. Combination of education and experience determined to be equivalent. Other contributing experience might include: public administration, administration of natural resources regulations, urban design, community development.

Knowledge Requirements

- ◆ A. Knowledge of general principles and practices of municipal administration, zoning, environmental review and comprehensive plan implementation.
- ◆ B. Knowledge of accepted principles and practices of business communications, record keeping and report preparation.
- ◆ C. Knowledge of the principles and practices of technical research and analysis.
- ◆ D. Knowledge of contemporary office procedures and methods.
- ◆ E. Knowledge of computer applications including word processing, spreadsheet, digital photography, email, internet, and retrieval of GIS data.

Skill Requirements:

- ◆ A. Skill in interpreting laws, regulations, policies, procedures, maps, specifications, graphs and statistical data related to municipal planning.
- ◆ B. Skill in making clear and persuasive oral presentations, sometimes to unreceptive audiences.
- ◆ C. Skill in establishing and maintaining cooperative partnerships and effective working relationships with those contacted in the course of work.
- ◆ D. Skill in data collection and analysis.
- ◆ E. Skill in preparing clear, concise and complete technical documents, reports, and correspondence using accepted business writing principles.

Ability Requirements:

- ◆ A. Ability to become proficient with and administer pertinent federal, state and local laws and regulations, including Duluth zoning ordinance, Duluth subdivision regulations, Duluth sign ordinance, Duluth Water Resource Management Ordinance, Minnesota comprehensive Planning Act, Minnesota Wetland Conservation Act, rules of Minnesota Board of Water and Soil Resources and wetland impact rules of U.S. Army Corp of Engineers.
- ◆ B. Ability to organize and correlate statistical data.
- ◆ C. Ability to communicate clearly, concisely, and effectively, both orally and in writing.
- ◆ D. Ability to operate office equipment including fax, copier, computer hardware and computer software including word processing, spreadsheet, digital photography, email, internet, and retrieval of GIS data,
- ◆ E. Ability to be flexible and adapt to change.
- ◆ F. Ability to set priorities, organize work, and meet deadlines under pressure and time constraints.
- ◆ G. Ability to work independently in the absence of supervision.
- ◆ H. Ability to regularly use hands to manipulate tools, controls and computer keyboard.
- ◆ I. Ability to sit for extended periods.
- ◆ J. Ability to frequently stand, reach with hands and arms, stoop, and walk, at times on uneven surfaces, while carrying out activities both in the office and in the field.
- ◆ K. Ability to transport (usually by lifting and carrying) boxes of supplies and equipment weighing up to 25 pounds for presentations and meetings.

- ◆ L. Ability to transport oneself to, from, and around project sites and meetings.
- ◆ M. Ability to attend evening meetings.
- ◆ N. Ability to attend work on a regular basis.

*Essential functions of the position

- ◆ Job requirements necessary on the first day of employment

Analyst: JA	Class #: 2404	Union: Basic	Pay: 138
CSB: 20070206	CC: 20070226	Res # 07-0142R	WC Code: 8810
EEO Funct: Community Development		EEO Cat: Professional	