BATH TOWNSHIP

Job Description

Title: Planner
Reports To: Superintendent
Positions Supervised: None
Employment Status: FLSA Exempt

Broad Statement of Responsibilities

Responsible for overall coordination of Planning Department activities to implement the vision of environmentally and fiscally responsible growth of the Township. Serves as staff liaison to Planning Commission. Also responsible for working with other government agencies and Township departments on the implementation of the Comprehensive Plan. Acts as coordinator of development review process involving outside agencies, departments, consultants, and Planning Commission.

Specific Duties and Responsibilities

1. Facilitates long-range and strategic planning of the Township, including capital improvements plan and master plan; coordinates or participates in studies regarding development in Township.

2. Prepares reports and makes recommendations to Planning Commission, Superintendent, and Township Board based on professional planning principles and the comments of the other reviewing agencies.

3. Counsels and advises Planning Commission, Board of Trustees, Superintendent, developers, property owners, real estate agents, and others in various planning and zoning matters.

4. Researches opportunities for grants and other non-traditional revenue sources; performs grant writing and administration.

5. Prepares notices and materials in advance for Planning Commission meetings; attends meetings and serves as recording secretary.

6. Assists residents, representatives from various professional organizations and other interested parties regarding planning/zoning related matters; provides exemplary customer service and positive first impression to callers and visitors to the Department and the Township.

7. Reviews site plans and consults with developers, other Township staff, and appropriate reviewing agencies to ensure quality and compliance with policies, regulations, ordinances, and modern planning standards.

8. Receives and processes zoning application variance requests, land division requests and development plans; prepares case files and publication notices to property owners as necessary.

Approved by Superintendent July 6, 2021.
9. Assists with the preparation of the Department’s annual budget and provides various periodic reports to the Planning Commission, and Board of Trustees on department activities. Facilitates development and updates multi-year Capital Improvements Plan.

10. Researches, drafts, and recommends requested or needed resolutions for amending ordinances as may be deemed necessary. Offers administrative support to Planning Commission and Board of Trustees throughout deliberations.

11. Reviews applications and inspects premises in order to issue zoning permits. Enforces provisions of the Zoning Ordinances. Provides staff support for Zoning Board of Appeals.

12. Performs other duties as assigned.

Knowledge Skills and Abilities

1. Bachelor’s degree in urban planning, geography, planning administration, economic development, or a related field and four years of relevant experience required; Master’s degree and American Institute of Certified Planners certification preferred.

2. Verbal communication skills to deal effectively with developers, Township Engineer, attorneys, real estate agents, various department heads, other Township staff at all levels and residents and/or developers who occasionally may be upset, frustrated and/or lacking knowledge of Township planning process; writing skills to prepare ordinance interpretations and resolutions, rezoning recommendations, site plan reviews and various other reports and memoranda.

3. Ability to plan, organize, schedule, supervise and complete work assignments on a timely basis in an environment where interruptions may occur; requires high level of analytical skill as well as ability to comprehend, interpret, and process detailed information and data.

4. Valid driver’s license to meet travel requirements; ability to organize, plan and schedule work to achieve department goals; requires sitting and operating a computer for extended periods of time; occasionally requires lifting boxes of supplies and office equipment weighing minimum 20 pounds to waist high level.

The above statements are intended to describe the general nature and level of work for performance of this position. They are not to be construed as an exhaustive list of all job duties, responsibilities, or requirements for the position.