AGENDA ITEM HISTORY SHEET

ITEM TITLE	**AGENDA NO.** 7 & 8
Approval of Assistant Director of City Planning position as well as approval to staff the role.	**AGENDA DATE:** 5/28/2024

FUNDING CERTIFICATION (Finance Director) (Signature, if applicable)

MANAGEMENT STAFF REVIEW (Signature)

MAYOR (Signature)

ITEM HISTORY (Previous Council reviews, action related to this item, and other pertinent history)

ITEM COMMENTARY (Background discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

The Assistant Director of City Planning position was created through the process of hiring a Director of City Planning and absorbing the City Engineer position. In creating this position we have combined City Planner responsibilities with Community Development responsibilities resulting in a stronger, more supportive position for the Department.

Budget numbers and a projected compensation plans were presented to Mayor Treat and Finance Director, Joy Black on 4/30/24. All proposals showed this process to result in savings for the City. The salary range for the position is $50,690 - $63,362 - $76,035.

(This section to be completed by the Mayor)

ACTION PROPOSED (Motion for Consideration)

Motion to approve the position of Assistant Director of City Planning as well as the approval to staff.

RESOLUTION NO. 2024 - _____

RESOLUTION REGARDING A NEW POSITION DESCRIPTION AND COMPENSATION PLAN FOR AN ASSISTANT DIRECTOR OF CITY PLANNING

WHEREAS, The City Council of the City of Bryant desires to adopt the position description and compensation plan for said position;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYANT, ARKANSAS THAT:

Section 1. The City Council of the City of Bryant hereby adopts the attached position description for the position of Assistant Director of City Planning.

Section 2. The salary range for the Assistant Director of City Planning position shall fall within the range suggested by the most recently adopted JESAP study. The current JESAP study suggests the following updated salary range for the position:

Minimum	Midpoint	Maximum
$50,690	$63,362	$76,035

PASSED AND APPROVED this _____day of _____, 2024.

APPROVED:

_____
Chris Treat, Mayor

ATTEST:

_____
Mark Smith, City Clerk

2024 City of Bryant
Assistant Director of City Planning
Job Description

Job Code: 1001
Exempt: Yes
Department: City Planning
Reports To: Director of City Planning
Location: City Hall
Date Prepared: October 23, 2008
Date Revised: May 16, 2024
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

The Assistant Director of City Planning provides professional guidance and technical assistance to the Planning Commission and Board of Adjustment and Zoning and performs specialized work functions associated with city planning and zoning within the Planning Department. Work includes coordinating the monthly Planning Commission meetings, site plan/permit review, enforcement of all applicable codes, maintaining and updating geographic information system (GIS) maps and permit databases as well as assisting in the daily operations of the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Reviews and comments on building plans and zoning permit applications to assure compliance with requirements such as use, bulk, placement, and parking ratios.

2. Takes lead on the review of drawings and documents submitted on comprehensive site plans, subdivisions and other land-use proposals to ensure compliance with ordinances and regulations and provide direction as needed. Serves as team manager in the review of development proposals and site plans for conformance with codes, plans and regulations with other reviewing departments.

3. Takes lead on the analysis of the effects of new legislation dealing with land use, planning, or environmental issues on City development plans, programs and activities.

4. Assists the Director in making detailed studies, presentations and recommendations using graphs, illustrations, narratives an statistical reports pertaining to community development functions and zoning, planning and land use issues; collects data and analyzes data; reviews ordinances pertaining to Planning Department and makes presentations to the Planning Commission and City Council.

5. Takes lead on preparation of clear and concise reports for applications by homeowners and businesses regarding planning and zoning appeals; attends meetings of the Planning Commission and the Board of Zoning Adjustment.

6. Processes requests for annexation, island annexations and ballot annexation proposals to the city. Performs analyses of proposals, preparing and presenting reports regarding annexations to the Planning Commission.

7. Maintains effective working relationships with developers, contractors, landowners, and attorneys; provides guidance pertaining to community development processes, zoning ordinances and related laws and requirements.

8. Serves as team manager for responding to questions and complaints from landowners, developers and the general public concerning City Planning issues.

9. Serves as team manager which assigns, directs and participates in research and presentation of studies of land use, demographic, economic and development characteristics of areas within the City planning boundaries.

10. Develops and maintains automated tracking systems, hard copy files and records.

11. Provides information to the public regarding development regulations.

12. Researches and compiles information on a variety of planning issues from multiple sources.

13. Prepares public notices and property owner verifications.

14. Investigates violations of planning regulations and ordinances, including site visits.

15. Acts as liaison between community groups, government agencies, developers and elected officials in developing plans.

16. Assists in the evaluation of re-zoning, ordinance amendments, site plans, conditional use permits, variances and other proposals.

17. Provides technical assistance and information to staff and the public in the administration of specific planning programs, areas or ordinances.

18. Prepares department related maps, charts, tables, press releases, articles, summaries, agendas, and quarterly report.

19. Collects a variety of statistical data and prepares reports and maps on topics such as census information and land use.

20. Serves on assigned Committees and Commissions regarding City Planning.

21. Prepares the agenda of items to be considered at meetings and attends all meetings of the Planning Commission and DRC.

22. Coordinates community review of public and private development projects.

23. Performs any other related duties as required or assigned by the Mayor and/or the Director of City Planning.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE
Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree, plus 3 years related experience and/or training, and 12 to 18 months related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS
Ability to read, analyze, and understand general business/company related articles and professional journals; ability to speak effectively before groups of customers or employees. ability to write reports, business correspondence, and policy/procedure manuals; ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. ability to read, analyze, and understand common scientific 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 write speeches and articles for publication that conform to prescribed style and format; ability to effectively present information to top management, public groups, and/or boards of directors. ability to read, analyze, and understand the most complex documents; ability to respond effectively to the most sensitive inquiries or complaints; ability to write speeches and articles using original or innovative techniques or style; ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS
Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane, algebra, solid geometry and trigonometry.

CRITICAL THINKING SKILLS
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS
Valid Arkansas driver's license.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS
PCED certification or ability to obtain PCED certification
AICP certification or ability to obtain AICP certification
Four year college degree in planning, geography, public administration or related field

SOFTWARE SKILLS REQUIRED
Advanced: Other
Intermediate: Alphanumeric Data Entry, Contact Management, Presentation/PowerPoint, Spreadsheet, Word Processing/Typing
Basic: 10-Key, Accounting, Database, Programming Languages

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED
Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING
Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING
Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which

would affect the work operations of large organizational component and the organization's clientele.

MENTAL DEMAND
Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING
General oversight. Activities covered by general organizational philosophy and objectives. Solving problems in novel, non-recurring or swiftly changing situations in which the approach is not fully defined. Guidance by top executive officer or business owner.

RESPONSIBILITY FOR WORK OF OTHERS
Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

Supervises the following departments:

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT
Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from $150,000 to $1,000,000.

ACCURACY
Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT
Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT
The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Medium. Job creates a monetary impact for the organization from $1mm to $10mm.

IMPACT ON END RESULTS
Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT
Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT
Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS
Occasional use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS
Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

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

While performing the functions of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually quiet.

PHYSICAL ACTIVITIES
The following physical activities 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 and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to talk or hear; frequently required to sit, use hands to finger, handle, or feel; and occasionally required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; and color vision.

ADDITIONAL INFORMATION
Ability to attend public meetings as required, some of which may be after normal working hours.

Experience with software programs such as Microsoft Office, Internet applications, and GIS Management programs. Must be willing to obtain additional education and certification as directed by the Director for needs of the City for propoer planning and development.