

RESOLUTION NO. 50-2012

Adopting the Job Description for the Exempt
Position of Assistant to the City Manager/Planning
and Development Manager.

WHEREAS, City Council wishes to adopt a job description for the exempt position
of Assistant to the City Manager/Planning and Development Manager;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Municipality of
Worthington, County of Franklin, State of Ohio:

SECTION 1. That the job description for the exempt position of Assistant to the
City Manager/Planning and Development Manager (Class Specification No. 235) as
attached hereto be and the same is hereby adopted.

SECTION 2. That the Clerk of Council be and hereby is instructed to record this
Resolution in full in the appropriate record book.

Adopted December 10, 2012

[Signature on File]
President of Council

Attest:

[Signature on File]
Clerk of Council

CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE: Asst. to the City Manager/Planning and Development Manager Class: No.235

Department:	Engineering	Title Originated: 2012
Date:	December 10, 2012	Revised:
Reports To:	City Manager	Updated:

General Statement of Duties

Advanced professional, administrative, and managerial work directing the City of Worthington planning, zoning, building regulation, property maintenance and related community development activities. Work involves responsibility for planning, organizing, and directing all personnel and activities, ensuring sound urban planning, land use management, building regulation and community development programs for the City. Although work must be in adherence with federal and state laws governing planning, zoning and code enforcement, there is considerable discretion and independent judgment in carrying out the duties of the position.

Essential Functions of the Position:

Plans, organizes, and directs the activities and staff related to land-use planning and zoning code enforcement.

Plans, organizes and directs the division of Building Regulation in enforcing building and property maintenance codes.

Manages the administration of the Worthington Comprehensive Plan, and recommends amendments to the codes and new or revised ordinances.

Manages the preparation of short and long-range planning studies, research reports, policy documents, and comprehensive plan reviews; advises the City Manager, and City commissions on planning, zoning, and development issues.

Works with development applicants to resolve rezoning and development issues.

Advises the Municipal Planning Commission, Board of Zoning Appeals, Architectural Review Board, and other groups as necessary.

Oversees the work of outside consultants for planning services.

Responds to a variety of inquiries from the general public concerning polices related to planning and development.

Provides information to, negotiates with, and solicits cooperation of citizens and the development community regarding planning and development issues.

Knowledge, Skills and Abilities:

Extensive knowledge of advanced theories, principles, and practices of urban planning and community development.

Extensive knowledge of federal, state, and local laws and standards applicable to community development and planning; federal, state and local zoning ordinances, codes, laws, rules and regulations, as well as architectural, building and planning regulations.

Ability to plan, organize, direct, and supervise a comprehensive planning and zoning program and technical research.

Ability to read and interpret plans, specifications, and blueprints.

Ability to analyze and supervise the compilation of technical and statistical information and to prepare complex technical reports.

Ability to prepare community development legislation which reflects appropriate legal construction and Ohio statutory authority.

Ability to communicate effectively, both orally and in writing, and to make effective presentations to professional and community groups, and to City Council, boards, and commissions.

Ability to establish and maintain effective working relationships with City employees, other governmental agencies, and the general public.

Familiarity and experience with computer operations including specific planning related functions such as Geographic Information Systems.

Experience with computers and software applications as used in office settings.

Ability to maintain confidentiality regarding City information.

Minimum Requirements of the Position:

Possession of a master's degree in municipal planning, urban affairs, or a related field; extensive progressively responsible professional and managerial experience in urban planning and community development; or any equivalent combination of education and experience which provides the appropriate knowledge, abilities, and skills.

AICP certification desirable.

The 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.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. 50-2012; Effective December 10, 2012