

RESOLUTION NO. 05-2013

Adopting and Amending Position Descriptions in the Department of Planning and Building and the Department of Service and Engineering, and Amending the Staffing Chart and Pay Resolution to Accommodate the Change in Positions.

WHEREAS, City Council has reorganized the City Departments in order to better serve the community; and,

WHEREAS, as a part of that reorganization, certain positions have been added, combined or renamed; and,

WHEREAS, the reorganization necessitates adopting position descriptions for newly-created positions and amending position descriptions for those positions that have changed job duties; and,

WHEREAS, it is necessary to amend Resolution No. 49-2012 establishing the 2013 Staffing Chart and Resolution No. 47-2012 establishing compensation for classified positions of the City of Worthington, to reflect new position titles.

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

SECTION 1. That the position description for the exempt position of Director of Planning and Building, (Class Specification No. 236) as per the description attached hereto and made a part hereof be and the same is hereby adopted.

SECTION 2. That the position description for the position of Planning Coordinator, formerly titled Development Coordinator, (Class Specification No. 164) as per the position description attached hereto and made a part hereof be and the same is hereby adopted.

SECTION 3. That the City Manager is hereby authorized and directed to revise job descriptions in the Department of Planning and Building and the Department of Service and Engineering to reflect new department names.

SECTION 4. That Resolution No. 47-2012 is hereby amended to reflect the change in classified position title from Development Coordinator to Planning Coordinator.

SECTION 5. That Resolution No. 49-2012 is hereby amended as per the chart attached hereto and made a part hereof to reflect departmental reorganization and position titles.

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SECTION 6. That the Clerk of Council be and hereby is instructed to record this Resolution in the appropriate record book.

Adopted February 4, 2013

[Signature on File]
President Pro-Tem of Council

Attest:

[Signature on File]
Clerk of Council

CITY OF WORTHINGTON

POSITION DESCRIPTION

POSITION TITLE:	Director of Planning and Building	CLASS: No. 236
Department:	Planning and Building	Title Originated: February 2013
Date:	February 4, 2013	
Reports To:	City Manager	Updated:

General Statement of Duties

Advanced professional, administrative, and managerial work directing the City of Worthington planning, zoning, building regulation, 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 Code regulations, 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 this position.

Essential Functions of the Position:

Plan, organize, supervise and direct the activities and staff related to land-use planning, building regulation and zoning code enforcement.

Manage the administration of the Worthington Comprehensive Plan, area plans and studies, and recommend amendments to the Code and new or revised Ordinances.

Formulate and recommend planning and building regulation policies.

Manage the preparation of short and long-range planning studies, research reports, policy documents, and Comprehensive Plan reviews; advise the City Manager, the Municipal Planning Commission, Board of Zoning Appeals, Architectural Review Board, and other groups as necessary on planning, zoning and development issues.

Prepare and monitor the budget and expenditures for the Department of Planning and Building.

Evaluate the performance of subordinates, oversee staff development, conduct staff meetings and handle disciplinary actions as needed.

Work with development applicants to resolve zoning and development issues.

Oversee the work of outside consultants for planning services.

Oversee the work of the Chief Building Inspector.

Respond to a variety of inquiries from the general public concerning policies related to planning and development.

Provide information to, negotiate with, and solicit cooperation of citizens and the development community regarding planning and development issues.

Consult with the Law Director and other staff on pending development/zoning related litigation seeking to resolve issues; defending or recommending appropriate amendments to the Code as required.

Work cooperatively with City economic development officials to accomplish economic development goals of the City.

Regularly attend all meetings of the City Council.

Knowledge, Skills and Abilities:

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

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 the conduct of 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 the City Council, boards, and commissions.

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

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 acceptable education and experience which provides the necessary 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. 05-2013: effective February 4, 2013

CITY OF WORTHINGTON

POSITION DESCRIPTION

POSITION TITLE:	PLANNING COORDINATOR	CLASS: No. 164
Department:	Planning and Building	Title Originated: 2000
Date:	February 4, 2013	Title Revised: February 2013
Reports To:	Director of Planning and Building	Updated:

General Statement of Duties

Performs planning and zoning functions for the City. The Planning Coordinator interprets the City's Codified Ordinances and interacts with the public and other City departments. The Planning Coordinator is responsible for receipt and preparation of materials to be considered by City boards and commissions in planning, zoning and development matters and provides support for the City's economic development programs.

Essential Functions of the Position:

Assist the Director of Planning and Building in the administration of the Planning and Zoning Code of the City;

Guide developers, design professionals and property owners through the Planning and Zoning regulations as well as the permitting process;

Interact and communicate with the public; address citizen concerns related to planning and zoning matters;

Prepare planning and zoning agendas and support information for the Municipal Planning Commission, Architectural Review Board and Board of Zoning Appeals;

Prepare staff memo to the City Council, City Manager, Municipal Planning Commission, Architectural Review Board and Board of Zoning Appeals;

Regularly attend and provide staff support for meetings of the Municipal Planning Commission, Architectural Review Board and Board of Zoning Appeals;

Make presentations to City Council, City Boards, Commissions and Community groups;

Maintain planning and zoning files for the City;

Attend meetings of Community Improvement Corporation as needed;

Works with City staff in support of the City's economic development program and development goals of the City.

Knowledge, Skills and Abilities:

Understanding of principles and practices of municipal planning;

Familiarity and expertise with federal, state and local zoning ordinances, codes, laws, rules and regulations as well as architectural, building and planning regulations;

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

Ability to type and experience with computers and software applications as used in office settings;

Ability to read and interpret construction plans and blueprints;

Ability to conduct research and analyze information related to essential functions of the position;

Ability to perform routine clerical tasks, answer phones and other office related duties as assigned;

Ability to establish and maintain effective working relationships with citizens, builders, developers, property owners, contractors and other City employees;

Ability to track and meet deadlines;

Ability to communicate effectively with co-workers, other City employees, property owners, contractors and citizens at large;

Ability to observe and inspect construction sites and take photographs.

Minimum Requirements of the Position:

Bachelor's degree in City or Regional Planning or a related field, and training and experience that demonstrates knowledge of planning and zoning. Public sector planning and zoning experience is highly desired.

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.

**City of Worthington
2013 Staffing Chart**

Unit /Title	2009	2010	2011	2012	2013
Safety Department - Division of Police					
1 Chief	1	1	1	1	1
2 Lieutenants	2	2	2	2	2
3 Sergeants	6	5	5	5	5
4 Patrol Officers	25	25	25	24	26
5 Communication Technicians	10	10	10	9	9
6 Secretary	3	3	3	3	3
7 Animal Warden	0	0	0	0	0
8 Communications Supervisor		1	1	1	1
9 Crossing Guards	7	5	5	5	5
10 Part-time Court Liaison	0.5	0.5	0.5	0.5	0.5
11 Part-time Animal Warden	0	0	0	0	0
12 Part-time Communication Technicians	0.25	0.25	0.25	0.25	0.25
Total	54.75	52.75	52.75	50.75	52.75
Planning and Building Department					
1 Director	0	0	0	0	1
2 Assistant to the CM/Planning & Devel Manager	0	0	0	0	1
3 Secretary	1	0	0	0	0
4 Assistant City Engineer	1	1	1	1	0
5 Field Inspector/Building & Zoning	1	1	1	1	1
6 Field Inspector/Capital Improvements (transfer to Servi	1	1	1	1	0
7 GIS Manager (transfer to Sevice)	1	1	1	1	0
8 Chief Building Inspector	1	1	1	1	1
9 Planning Coordinator (transfer from Admin)			1	1	1
10 Permit Clerk		1	1	1	1
11 Student Intern	0.5	0	0	0	0
Total	6.5	6	7	7	6
Finance Department					
1 Director	1	1	1	1	1
2 Finance Assistant	1	1	1	1	1
3 Finance Analyst	1	1	1	1	1
4 Finance/Personnel Analyst	1	1	1	1	1
Total	4	4	4	4	4
Court Clerk					
1 Court Clerk	1	1	1	1	1
2 Part-time Court Clerk	0.5	0.5	0.5	0.5	0.5
Total	1.5	1.5	1.5	1.5	1.5
Service and Engineering Department					
1 Director	1	1	1	1	1
2 Secretary	1	1	1	1	1
3 Mechanic	1	1	1	1	1
4 Fleet Manager	1	1	1	1	1
5 Field Inspector/Capital Improvements (transfer from Eng.)					1
6 GIS Manager (transfer from Engineering)					1
7 Fleet Maintenance Technician	1	1	1	1	1
8 Maintenance Superintendent	1	1	1	1	1
9 Maintenance Supervisor	4	4	4	4	4
10 Maintenance Technician	8	8	8	8	8

**City of Worthington
2013 Staffing Chart**

Unit /Title	2009	2010	2011	2012	2013
11 Signal Technician	1	1	1	1	1
12 Custodian	4	2	2	1.5	1.5
13 Seasonal Workers	4	4	4	4	4
14 Administrative Assistant	1	1	1	1	1
15 Urban Forester (Contractual)	0.5	0.5	0.5	0.5	0.5
Total	28.5	26.5	26.5	26	28
Administration					
1 City Manager	1	1	1	1	1
2 Assistant City Manager	1	1	1	1	1
3 Assistant to the City Manager/Pers. Director	1	1	1	1	1
4 Secretary to the City Manager	1	1	1	1	1
5 City Clerk	1	1	1	1	1
6 Development Coordinator (Transferred to Eng.)	1	1	0	0	0
7 Student Intern	1	0	0	0	0
8 Assistant to the City Manager/IT Manager	1	1	1	1	1
9 Administrative Assistant/Public Info & Community Rela	1	1	1	1	1
10 Part-time Secretary	0.5	0	0	0	0
11 Information Technology Technician	1	1	1	1	1
12 Ass't to City Manager/Economic Development Manager		1	1	1	1
Total	10.5	10	9	9	9
Safety Department - Division of Fire					
1 Chief	1	1	1	1	1
2 Assistant Chief					1
3 Battalion Chiefs	3	3	3	3	1
4 Captains	3	3	3	3	3
5 Lieutenants	3	3	3	3	6
6 Firefighters	27	27	27	27	24
7 Secretary	1	1	1	1	1
8 Fire Inspector/Lieutenant	1	1	1	1	1
9 Fire Inspection/Prevention	1	1	1	0	0
10 Part-time Firefighters	1	1	1	1	1
Total	41	41	41	40	39
Parks and Recreation Department					
1 Director	1	1	1	1	1
2 Secretary	1	0	0	0	0
3 Summer Assistants	25	25	25	25	25
4 Seasonal Workers	9.25	9.25	9.25	9.25	9.25
5 Recreation Superintendent	1	1	1	1	1
6 Parks Manager	1	1	1	1	1
7 Parks Supervisor	1	1	1	1	1
8 Parks Technician	5	5	5	5	5
9 Program Supervisors	1	1	1	0	0
10 Senior Center Manager	1	1	1	1	1
11 Recreation Supervisor (Senior & Senior Fitness)	2	2	2	2	2
12 Recreation Supervisor (formerly Rec Leader)	5	4	4	5	4
13 Marketing & Outreach Supervisor (formerly Rec Leader - General)					1
13 Building Maintenance Technician	1	1	1	1	1

**City of Worthington
2013 Staffing Chart**

Unit /Title	2009	2010	2011	2012	2013
14 Aquatics Assistant	1	1	1	0	0
15 Project Supervisor (formerly Customer Svc Supervisor)	1	1	1	1	1
16 Marketing & Outreach Coordinator (formerly C.S. Specialist)					1
16 Customer Service Coordinator (formerly C.S. Specialis	3	3	3	3	2
17 Parks & Recreation Custodian	0	0	0	0	0
18 Building Maintenance Assistant	1	1	1	1	1
19 Part-time Lifeguard	18	18	18	18	18
20 Part-time Fitness Attendant	5	5	5	5	5
21 Part-time Customer Service Staff	8	8	8	8	8
22 Part-time Parks & Recreation Custodian	4	4	4	4	4
23 Part-time Child Care Coordinator	0.5	0.5	0.5	0.5	0.5
24 Part-time Child Care Attendant	5	5	5	5	5
25 Part-time Finance Specialist	0.5	0	0	0	0
26 Junior Leader	6	6	6	6	6
27 Dispatching Attendant	5	5	5	5	5
28 Part-time Secretary	0.5	0.5	0.5	0.5	0.5
29 Part-time Support Staff	4	4	4	4	4
30 Part-time General Instructor	6	6	6	6	6
31 Part-time Specialized Staff	5	5	5	5	5
32 Student Intern	1	0	0	0	0
Total	<u>128.75</u>	<u>125.25</u>	<u>125.25</u>	<u>124.25</u>	<u>124.25</u>
 Law Department					
1 Director	1	1	1	1	1
2 Paralegal	1	1	1	1	1
Total	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
 Grand Totals					
	277.50	269.00	269.00	264.50	266.50