



**CITY OF CEDAR RAPIDS**  
invites applications for the position of:

## **Plats and Zoning Specialist**

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**SALARY: \$24.48 - \$33.61 Hourly, \$50,918.40 - \$69,908.80 Annually.**

**CLOSING DATE: 06/09/17 at 4:00 PM.**

### **DESCRIPTION:**

Coordinates the Development Services Division review of urban land development sites; performs related work as required.

Considerable leeway is granted for the exercise of independent judgment and initiative.

### **EXAMPLES OF ESSENTIAL DUTIES:**

- Primarily coordinates pre-submittal, final plat, and minor/major site development meetings for land development projects with City staff and developers and their representatives;
- Periodically reviews site plans and zoning requests to determine compliance with City Ordinances;
- Works directly with applicants and their representatives by informing them of the procedural requirements, addressing issues related to their applications, and sharing staff comments and recommendations;
- Reviews site, grading specification, utility placement, erosion and sediment control, storm water system, sidewalk, trails, roadway and future development plans to ensure compliance with City Ordinances and development plans;
- Reviews and provides development perspective for vacations, easement, and encroachment requests;
- Develops reports, conditions and documentation of proposed developments and presents findings to the City Council, Board of Adjustment and City Planning Commission;
- Inspects development sites for compliance with site plans and conditions established for final site approval and Certificate of Occupancy;
- Reviews final plat documents for subdivisions to ensure completion of requirements and conditions prior to final City Council approval;
- Develops and coordinates public improvement agreements with developers and property owners;
- Negotiates development conditions and improvement agreements and responds to development questions and issues;
- Develops, maintains and updates planning, zoning and building permit files and responds to departmental requests for information and data;
- Develops and recommends policies and ordinance creation or modification to respond to land development issues;
- Reviews and provides development perspective for vacations, easement and encroachment requests;
- Attends meetings, conferences and workshops;
- Performs all work duties and activities in accordance with City policies, procedures and safety practices;
- Attends work regularly at the designated place and time;
- Supports continuous process improvement initiatives;

- Performs related work as required.

### **TYPICAL QUALIFICATIONS:**

- Comprehensive knowledge of urban planning and land development principles and practices;
- Thorough knowledge of civil engineering principles and practices;
- Thorough knowledge of surveying principles and practices;
- Ability to communicate effectively and maintain working relationships with property owners, attorneys, contractors, developers, City personnel and the public both orally and in writing, using both technical and non-technical language;
- Ability to prepare accurate and reliable reports containing planning and development findings and documentation, development conditions, civil engineering terminology, findings, conclusions and recommendations;
- Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
- Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ingenuity and inventiveness in the performance of assigned tasks.

### **SUPPLEMENTAL INFORMATION:**

- Graduation from an accredited college or university with a Bachelor's Degree in public administration, urban planning or related field; and
- Considerable experience conducting development analysis and conditional use permitting; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Applications can be submitted online at [cityofcr.com/jobs](http://cityofcr.com/jobs)

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