

MEMORANDUM

TO: Members of the Personnel Committee of City Council
(Councilmen Joyce, Lynch, Wilcox, and Rockhold)

FROM: Councilman Mike Reynolds, Chairman

DATE: June 12, 2009

SUBJECT: Committee meeting for **Tuesday, June 16, 2009**
5:00 PM, Executive Conference Room,
Second floor, Municipal Building

A G E N D A

- I. CALL TO ORDER – Councilman Mike Reynolds, Chairman
- II. ROLL CALL – Noted by the Clerk.
- III. MINUTES – May 18, 2009
- IV. NEW BUSINESS – Request to amend the requirements for the position of Planning Administrator for the City of Parkersburg.
- V. ADJOURNMENT

POSITION TITLE: Planning Administrator

GENERAL STATEMENT OF DUTIES: This position helps to promote the best use of a community's land resources for residential, commercial, institutional and recreational purposes. The Planning Administrator will help the City address environmental, economic and social health issues of a community as it grows and changes. The Planning Administrator provides staff support to the Municipal Planning Commission. Daily activities include reviewing major and minor subdivisions; reviewing and processing rights of way abandonment's; processing and reviewing rezoning requests; preparing and processing annexation applications; reviewing, amending and writing new Planning and Zoning Ordinances; processing rights-of-way dedications; and updating the City's Comprehensive Master Plan. The Planning Administrator will work closely with the City's Engineering Department, the City Attorney and other City Departments to perform these duties. The Planning Administrator is responsible for all files of the Municipal Planning Commission.

The Planning Administrator provides staff support to the Parkersburg Tree Commission. This responsibility includes taking all tree complaints and questions and routing these to the proper Department for action, updates the computer inventory of all trees on the City's rights-of-way and in the City's Parks; prepares and manages grants for tree planting, tree maintenance and other related projects. The Administrator will act as the City's liaison with the W.Y. State Forestry Division, Allegheny Power urban Foresters and other groups as they relate to tree maintenance and planting.

The Planning Administrator will be required to attend meetings as need and will be required to travel for professional development. Special Projects and other activities may be assigned as required. Some travel will be required.

Reports directly to the Development Director.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: The Planning Administrator will need to be familiar with the City's Zoning and Planning Codes and State laws as they relate to planning, zoning and real estate; knowledge of community trends such as housing, employment, and social issues; ability to develop effective working relationships with City staff and local agency representatives; ability to plan, coordinate and direct the planning process; ability to understand complex federal and state regulations relating to planning activities; have excellent verbal and written communication skills and be able to work independently. Knowledge of complex principles and practices of urban planning. Skill in analyzing problems, identifying solutions, and implementing recommendations. The Planning Administrator should have initiative and be resourceful.

EXPERIENCE AND TRAINING: Bachelor's Degree in planning, community or economic development, or closely related field,

ADDITIONAL REQUIREMENTS: Possession of a valid driver's license.

PHYSICAL DEMAND LEVEL: Light

FLSA CLASSIFICATION: Exempt