

ORDINANCE NO. 95-52 AC CMS

AN ORDINANCE ESTABLISHING THE POSITION OF  
PLANNING ASSISTANT IN THE COMMUNITY SERVICES DEPARTMENT  
FOR THE CITY OF OBERLIN, OHIO

BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain, State of Ohio, a majority of all members elected thereto concurring:

SECTION 1. That there is hereby established the position of Planning Assistant in the Community Services Department to work under the immediate supervision of the Community Services Director, be in the classified non-competitive civil service of the City, and be in pay range 8.

SECTION 2. That the job description for the Planning Assistant in the Community Services Department for the City of Oberlin, as set forth in Exhibit A attached hereto and incorporated herein by reference, is hereby approved.

SECTION 3. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4. That this ordinance shall take effect at the earliest date allowed by law.

PASSED: 1st Reading - 6/19/95  
2nd Reading - 10/2/95  
3rd Reading - 10/16/95 (A)

ATTEST:

  
CLERK OF COUNCIL

  
CHAIR OF COUNCIL

POSTED: October 20, 1995

EFFECTIVE DATE: November 15, 1995

## **PLANNING ASSISTANT**

### **GENERAL STATEMENT OF DUTIES**

This is a responsible professional position in the field of planning involving current and long range plans and maintenance of planning documents, records and research materials.

### **SUPERVISION RECEIVED**

Work is performed under general technical supervision with considerable latitude to exercise initiative and independent judgement. Reports to the Community Services Director.

### **JOB DUTIES**

Prepares recommendations relative to current planning matters; conducts studies and prepares recommendations, and plans for land use, rehabilitation/revitalization, transportation and development plans for the community of Oberlin; assists in the review and preparation of staff reports as they relate to development and subdivision submissions; performs site plan review and post development inspections for the City Planning Commission; reviews and analyzes applications for site plan approval, conditional use permits, zoning amendments, flood plain developments and variances as submitted to the Planning Commission.

Demonstrated knowledge of computers, graphic design, spreadsheets and word processing programs; prepares research and makes presentations on statistical standards concerning social and economic information; assists in the preparation of the City's Capital improvement fund including securing funds from grants and foundations; assists with the expansion of residential development, the expansion and retention of business and industry within the Oberlin community.

Prepares and makes written and oral presentations in a clear and concise manner; understands the principles and practices of planning as they pertain to the design and development of urban areas, zoning and community development activities; ability to prepare maps, charts, sketches and complex graphics, both manually and computer aided design; assists in the research and development of land use regulatory ordinances; works directly with and understands the operations of technical staff (GIS Coordinator and departmental secretary) and is able to serve in their absence to access information while assisting the public.

## **KNOWLEDGE SKILLS & ABILITIES**

Must possess considerable knowledge of community development and planning principles, practices and techniques; considerable knowledge of governmental and professional planning and zoning procedures; good knowledge of topographical mapping, landscape architecture, urban design, drainage system design, horticultural and site grading principles and techniques; and knowledge of planning and land use.

Demonstrated ability to plan, schedule, coordinate, monitor and implement programs and projects; knowledgeable use of Personnel Computer systems; ability to write and speak effectively; ability to maintain records and to prepare and present a project's progress and see it through the many layers of community, county, state and Federal clearances necessary for it to become reality; and ability to establish and maintain effective working relationships with associates.

## **DEPARTMENT**

Community Services Department

## **REPORTS TO**

Community Services Director

## **WORKING CONDITIONS**

General office conditions with some evening hours.

## **MINIMUM QUALIFICATIONS**

Bachelor degree in planning, public administration, urban studies or related fields or studies.

## **LICENSES AND CERTIFICATES REQUIRED**

Valid Ohio Drivers License

## **APPLICATION**

The job descriptions is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.