



The City of Wagoner is currently looking for a qualified candidate to fill the position of City Planner.

**General Description** The city planner is the director of the development services department and is responsible for long range and current planning for the City of Wagoner.

**Physical demands:** While performing the functions of this job, the employee is continuously required to talk or hear; frequently required to sit; occasionally required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS:** While performing the functions of this job, the employee is occasionally exposed to work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, outdoor weather conditions, wet or humid conditions. The noise level in the work environment is usually moderate.

**REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS** State issued driver's license, State issued building, mechanical, plumbing, and electrical inspector's license, State issued code official certificate. Preferred, but not required Floodplain Manager Certificate, AICP

**Education requirements** Bachelors degree in Geography, Urban Planning, Public Administration, Political Science, Engineering, or equivalent. Masters degree preferred, but not required. Plus 3 years of related experience and or training 3 years related management experience

**KNOWLEDGE, SKILLS AND ABILITIES:** Trains, directs, supervises and evaluates development services personnel. Monitors annual development services budget. Prepares reports and correspondence. Attends pre-development meetings. Attends, conducts, and prepares staff reports for planning commission, board of adjustment, technical advisory committee meetings. Attends economic development authority and city council meetings. Enforces zoning ordinance, building codes, subdivision regulations, and property maintenance codes. Reviews legal notices. Updates comprehensive plan, zoning ordinance, and subdivision regulations. Updates demographic data, census data, and maps. Visits development sites and projects in the field. Reviews site plans, subdivision plats, and landscape plans. Provides technical assistance to developers, builders, other departments, and general public regarding land development matters. Attends conferences, seminars, and training sessions. Gives presentations to committee and general public. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations. Perform any other related duties as required or assigned.

## **COMMUNICATION SKILLS**

Ability to read a limited number of words and recognize similarities and differences between words and between series of numbers; Ability to write and speak simple sentences as a means for basic communication. Ability to read and understand simple instructions, short correspondence, notes, letters and memos; Ability to write simple correspondence. Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format; Ability to effectively present information to top management, public groups, and/or boards of directors. Ability to read, analyze, and understand the most complex documents; Ability to respond effectively to the most sensitive inquiries or complaints; Ability to write speeches and articles using original or innovative techniques or style; Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Regularly responsible for funds, building premises, inventory, or other property owned, controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron property

**PLANNING** Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

**DECISION MAKING** Performs work operations which permit frequent opportunity for decision-making of minor importance and of major importance.

Résumés are preferred. Applications are on-line ([wagonerok.org](http://wagonerok.org)) or at City Hall. Please submit resumes and applications in-person, by mail, email or fax to:

City of Wagoner  
P.O. Box 406  
231 Church Street  
Wagoner, OK 74467  
918-485-4586  
F 918-485-4748  
[HRDirector@wagonerok.org](mailto:HRDirector@wagonerok.org)

Equal Employment Opportunity Employer  
Male/Female/Disabled/Veteran