



The City of Guthrie, Oklahoma, is currently accepting resumes for City Planner/Grant Administrator. Salary Range- \$50,000 to 75,000 annually. The position requires a high degree of organizational skills, attention to detail, the ability to complete independent projects as well as to work in a team environment and the adaptability to multi-task in a fast paced environment. Must have excellent written and oral communications and the ability to deal effectively with a wide array of stakeholders. Proficiency with Microsoft Office software is required. A detailed job description is available at [www.cityofguthrie.com](http://www.cityofguthrie.com).

Desired minimum qualifications include graduation from an accredited college or university with a Bachelor's degree in planning, landscape architecture, urban geography, urban studies, environmental science or public administration with three (3) years paid full time experience in municipal or regional planning or related work. Any combination of education and experience that provides equivalent knowledge, skills and abilities will be considered.

Position is open until filled, but the first review of applicants will occur on March 4, 2019. Submit a resume and cover letter to Human Resource Director, City of Guthrie, P.O. Box 908, Guthrie, OK 73044 or to [jahlgren@cityofguthrie.com](mailto:jahlgren@cityofguthrie.com). Minorities and women are encouraged to apply. The City of Guthrie is an equal opportunity employer committed to multicultural diversity.

[WWW.CITYOFGUTHRIE.COM](http://WWW.CITYOFGUTHRIE.COM)

INTEGRITY, SERVICE, QUALITY OF LIFE



**CITY OF GUTHRIE, OKLAHOMA  
JOB DESCRIPTION**

**Position Title:** City Planner/Grant Administrator  
**Division/Department:** Planning  
**Immediate Supervisor:** City Manager  
**FLSA:** Exempt  
**Work Site:** City Hall  
**Normal Schedule:** 8:00 A.M. - 5:00 P.M., Monday - Friday  
**Position Requires Occasional Overtime**

City Planner/Grant Administrator shall perform a variety of routine, complex, and technical work. The position requires a high degree of organizational skills, excellent written and oral communications, attention to detail, the ability to complete independent projects as well as to work in a team environment and the adaptability to multi-task in a fast paced environment. Must have the demeanor and ability to deal effectively with a wide array of stakeholders.

Community Engagement: Planning requires a large amount of community engagement. The City Planner/Grant Administrator shall utilize a variety of engagement formats including traditional public meetings as well as online and social media tools to include the broadest range of constituents within the city. The process should “build them in” or ensure a general feeling of community ownership of the city’s planning efforts through active support and involvement in implementation.

Sustainability: City Planner/Grant Administrator shall integrate measures and policies to achieve a sustainable community. Ensure that all elements of the built environment work together to provide sustainable places to live, work, and recreate while maintaining a high quality of life. Must strive to address topics such as community health and wellness, environmental stewardship, and economic resiliency.

Community Character and Urban Design: City Planner/Grant Administrator shall research and recommend policies that address community image and preservation of community historical attributes and character. The Planner shall consider density, aesthetic design guidelines, sign regulations, building types, transportation corridors, etc.

Technical Knowledge, Skills, and Abilities: City Planner/Grant Administrator shall have sound working knowledge inclusive of but not limited to the federal/state/local laws, terminology and best practices employed in the following area of expertise:

- Comprehensive Planning
- Strategic Planning & Vision
- Zoning Ordinance
- Subdivision Regulations
- Design Standards/ Guidelines
- Historic Preservation
- Industrial/Commercial Economic Development
- Public Bond Financing
- Sign Ordinance
- Neighborhood Revitalization
- Stormwater Master Plan
- Transportation Planning

- Parks, Trails and Open Space
- Annexation
- Single/Multi-Family Housing
- Grant Writing & Administration
- Public/Investor Owned Utility Infrastructure
- American Disability Act
- Neighborhood Revitalization

Essential Functions: Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summary of what the job involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Performs technical planning functions including research, review, analysis, presentation, and coordination of rezoning, annexation, general plan amendment, special use permit, variance, easement closures/vacations, and related applications.
- Prepare long-range plans, neighborhood plans, and other special plans; write and revise ordinances and procedures for implementation of the plans.
- Reviews development and building applications for compliance with city comprehensive plan, zoning ordinance, design standards, development policies, design codes; etc.
- Performs architectural and site design analysis of proposed Subdivision Plats.
- Coordinates Subdivision Plat, Site Plan, Easement Closure application review process with affected parties, including applicant, property owner, city staff, utilities, architects and engineers, city regulatory and review bodies, and the public.
- ADA Coordinator- Coordinates the City's efforts to comply with and carry out its responsibilities under the Americans with Disabilities Act, including any investigation of any complaint communicated to it alleging its noncompliance with the Act or alleging any actions that would be prohibited by the Act.
- Annual maintenance and implementation of the City's Americans with Disabilities Act self-evaluation and on-going efforts to make the necessary modifications to such services, policies, and practices required meet the requirements of the Act.
- Maintains case files on every planning application.
- Prepares and presents written and oral reports to regulatory and hearing bodies, including planning staff findings and recommendations.
- Maintains planning documents, planning and development codes, and related regulations for research, documentation, and public access.
- Develops and maintains a statistical reporting system; compiles, analyzes and interprets data to define environmental conditions, social, economic and housing trends, community needs and zoning problems.
- Answers inquiries from and provides assistance to the public, by telephone and in person, regarding development, zoning applications and current city codes.
- Represents the City at public information and review meetings.
- Provides information and recommendations for amendments on short-term and long-range planning issues and proposed revisions to the city general plans and development codes and policies.
- Research, analyze and with approval apply for grants that support the mission and goals of the City.

- Develops and prepare a wide array of grant applications for submission to public entities, foundations, etc.
- Provides Grant Administration on all assigned grants.
- Coordinate, direct, attend, prepare reports and agendas for meetings of the Planning Commission, Board of Adjustments, Transportation Authority, Historical Preservation Commission and other commissions, boards, or committees dealing with planning issues.
- Attends City Council Meetings to present reports dealing with planning issues and implementation of grants;
- Participate in the preparation of the departmental budget; monitor expenditures for planning functions;
- Provide information, professional advice, and assistance for individuals, departments, groups, or the general public on planning and development issues; gain cooperation through discussion and persuasion.
- Provides direct assistance as need for City Economic Development Projects.
- Assist other City Staff as directed to implement the City's Industrial and Commercial Economic Development Efforts.

Mathematical Requirements: Uses basic algebra involving variables and formulas and/or basic geometry involving plane and solid figures, circumferences, areas, and volumes and/or computing discounts and interest rates.

Communications Requirements: Reads routine sentences or instructions; must be able to read and interpret the state statutes, city's zoning ordinance, land development codes, public nuisance ordinances, etc.; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar. Highly skilled in communicating effectively both orally and in writing; ability to effectively handle sensitive situations requiring courtesy, persuasion, and tact; ability to handle confidential matters in a responsible manner.

Complexity of Work: Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure. Requires extensive knowledge of municipal codes, ordinances, and regulations.

Physical Requirements:

- Ability to sit for extended periods of time in the input and retrieval of data and preparation of documents, records and visual aids.
- Ability to carry maps, books, files and other forms of paper documents weighing up to 25 pounds within departmental area to other areas of City Hall.
- Ability to stand for extended periods of time while making presentations to various boards or commissions, City Council, Staff, other organizations or general audience.
- Ability to push, pull, bend, stoop, squat and crouch while opening file drawer to retrieve files, documents, books and maps from filing cabinets and shelves.
- Ability to perform activities at desk; ability to reach overhead in order to obtain supplies, documents, books, maps and other items in cabinets or from shelves.

- Moderate dexterity with fingers and hands required to handle items, compile presentation material and operate computer/typewriter/calculator or other office equipment. Equipment used may include standard office equipment, City vehicle, camera, and small hand tools.

Environmental Conditions:

- Work performed indoors in an office setting. There are no major environmental hazards.
- Work performed outdoors may be subject to adverse conditions such as extreme heat, cold, wetness and humidity.
- Work may be subject to time pressures, frequent changes to tasks, working closely with others as part of a team, working alone 50% or more of the time, performing multiple tasks simultaneously and dealing with irate people.
- Work may be tedious and exacting when preparing documents, maps, correspondence and statistical or financial data.
- The position is exposed to no unusual environmental hazards. May sometimes be exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, and traffic.
- The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, or texture perception.

Desired Education, Certification, and Experience Requirements:

- Bachelor's degree in planning, landscape architecture, urban geography, urban studies, environmental science or public administration or in a closely related field - or - any equivalent combination of education and work experience.
- Three (3) years paid full time increasingly responsible experience in municipal or regional planning or related work.
- AICP Certification.
- Proficiency with Microsoft Office software is required.
- Employee must have or be able to obtain an Oklahoma Driver's License and maintain a satisfactory driving record throughout his employment with the City of Guthrie.

Note: This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so assigned to this position. This job description is subject to change as the needs of the City and requirements of the job change.

Americans with Disabilities Act Compliance:

The City of Guthrie is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Review and Signature:

I acknowledge that I have read this job description and requirements for the City Planner/Grant Administrator position, that I understand the duties and demands of this position, and I certify that I can perform these functions.

_____ Name of Employee	_____ Signature of Employee	_____ Date
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_____ Job Title of Supervisor	_____ Signature of Supervisor	_____ Date
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_____ Job Title of Department Head	_____ Signature of Department Head	_____ Date
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- **REGULARLY SCHEDULED PERFORMANCE BASED SALARY REVIEWS**
- **MILITARY LEAVE PROVISIONS**
- **FAMILY LEAVE PROVISIONS**
- **WORKER'S COMPENSATION**
- **HEALTH FSA PLAN**
- **DEFERRED COMPENSATION**
- **MILEAGE ALLOWANCE FOR OFFICIAL BUSINESS**
- **SAFETY PROGRAM**
- **EMPLOYEE ASSISTANCE PROGRAM**
- **EMPLOYEE TRAINING AND DEVELOPMENT PROGRAM**
- **DIRECT DEPOSIT**
- **TUITION REIMBURSEMENT**
- **SUPPLEMENTAL INSURANCE PLANS**

The City of Guthrie may require pre-employment Drug testing and physicals for City employment.

## SUMMARY OF EMPLOYEE BENEFITS

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IN ADDITION TO A COMPETITIVE SALARY THE CITY OF GUTHRIE OFFERS ITS PERMANENT FULL-TIME EMPLOYEES AN OUTSTANDING FRINGE BENEFIT PACKAGE BRIEFLY SUMMARIZED IN THIS ANNOUNCEMENT.

This brochure is intended to provide a brief summary of the benefits available to City of Guthrie employees. These benefits are subject to change. This brochure is not intended as an employment contract in any way.

City of Guthrie  
101 North 2<sup>nd</sup> Street  
Guthrie, OK 73044  
Phone (405) 282-0496  
Fax (405) 282-0192  
[www.cityofguthrie.com](http://www.cityofguthrie.com)

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## **HEALTH INSURANCE:**

The City offers a comprehensive insurance program to its full time employees. The program offers Medical and Hospitalization coverage as well as Dental and Prescription Drug benefits. The City pays for employee coverage of the Health and Dental insurance plan. Dependant coverage is available at employee cost through payroll deduction. The date you become eligible for coverage is the first day of the month following 30 days of continuous employment from your hire date.

## **LIFE/ DISABILITY INSURANCE:**

The basic life program will pay a benefit in the amount of \$50,000 to your beneficiary in the event of your death. Basic life also provides you with basic AD&D coverage that pays an additional \$50,000 benefit to your beneficiary if your death is due to an accident. The City pays Life and AD&D at 100%.

## **HOLIDAYS:**

Thirteen (13) paid holidays per year. Columbus Day, Veterans Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day, New Years Day, Martin Luther King's Birthday, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day.

## **VACATION:**

UP TO FIVE (5) YEARS OF EMPLOYMENT: Ten (10) days per year

SIX (6) TO TEN (10) YEARS:  
Twelve (12) days per year

ELEVEN (11) TO FIFTEEN (15) YEARS: Fifteen (15) days per year

SIXTEEN (16) OR MORE YEARS:  
Twenty (20) days per year

Employees accrue vacation from the initial date of hire and are eligible to use vacation following six months of employment.

(Maximum accrual of 160 hours (twenty working days)

## **SICK LEAVE:**

Sick leave accrual at a rate of eight (8) hours per month. Maximum accrual of 640 hours.

## **SICK LEAVE BONUS PLAN:**

Eligible employees who use less than eight (8) hours of the sick leave benefit annually will be awarded one (1) additional vacation day.

## **PENSION PLAN:**

All eligible permanent City employees (excluding Police and Fire) are automatically enrolled in the City of Guthrie's Retirement Plan, currently with the Oklahoma Municipal Retirement Fund. The retirement plan is a defined benefit program with a ten year vesting schedule. Employee contributions are at 3.69% of base pay including overtime. City contributions are determined by actuary requirements.

## **OVERTIME:**

Overtime may be available at a 1.5 rate to eligible employees. Overtime is paid, or it may be taken as time off at a later date.

## **UNIFORMS:**

Uniforms, tools, and safety equipment are typically furnished at no cost to employees in departments requiring them.

## **PROBATION PERIOD:**

All new employees will be probationary for six months. A probationary employee may be released at any time during the probationary period.