

SENIOR PLANNER

MAJOR FUNCTION

This is a highly technical, specialized position in a highly legalistic environment whose purpose is to maximize public health, safety, and welfare through decision making and implementation of planning principles based on the County's Comprehensive Plan. Employees in this classification ensure County compliance with local, state and federal regulatory standards and policies.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Coordinate/review/draft/present reports and recommendations for rezoning and special use permitting to various advisory boards and elected officials.
- Review/coordinate development plans for compliance with County policies and regulations, and impacts related to new development.
- Participates in preparation of state grants, inter-local agreements, housing programs, land development regulations, staff work program studies, sector planning studies, statistical studies, and program applications, as well as analysis of RFP interviews.
- Performs various technical tasks pertaining to the development and updating of the Comprehensive Plan.
- Performs independent work in the development of recommendations regarding the preparation of land development regulations.
- Assist with interpretation and makes recommendations regarding land use policies.
- Coordinates and serves on project teams.
- Reviews development proposals for conformity with principles of planning and land use practices and for compliance with development regulations.
- Conducts on-site evaluations of areas proposed for development; conducts site evaluations of projects proposed for acquisition by County; reviews subdivision plats.
- Assists Boards, Commissions, and committees and makes presentation to same.
- Responds to inquiries from members of the general public regarding planning activities.
- Conducts training classes for professionals and citizens regarding County policies and procedures as related to the County's planning functions.

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SECONDARY FUNCTIONS

- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

Occasionally functions as a lead worker for a small group of employees (one to five) in the absence of a designated lead position. May review the work product of others. Provides guidance, advice, and assistance to others on work assignments. Provides work direction.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

Master Degree in planning, public administration, architecture, landscape architecture, urban design or a related field; with three years related experience in professional planning; or equivalent combination of education and experience.

Licenses

Possession of a valid Drivers License.

Certifications

American Institute of Certified Planners certification preferred.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret highly complex documents.
- Ability to respond effectively to highly sensitive inquiries or complaints.

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- 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.

Mathematical Skills

- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations.
- Ability to apply mathematical operations to such tasks as frequency distribution of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Problem Solving Abilities

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Function independently as an expert in matters of specialized code, rules, policy, analysis, or complex scientific or technical systems.

Specialized Skills and Abilities

- Knowledge of the principles and practices of comprehensive planning according to federal, state, and local regulatory requirements applicable to current and long range planning.
- General knowledge of County codes and regulations pertaining to planning, zoning, and community development.
- Knowledge of computers, including word processors and spreadsheet applications.
- Ability to contribute to the development of an on-going planning program to promote efficiency within local government.
- Ability to effectively plan, organize, supervise, and perform research projects.
- Ability to research legislation and determine the effects on the on-going planning program.
- Strong organizational skills, with ability to prioritize tasks and meet multiple deadlines.

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- Ability to read and interpret legal descriptions, maps, aerial photography, remote sensing data, and site plans.
- Ability to communicate tactfully and effectively with associates, subordinates, public officials, representatives of other agencies, and members of the general public.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to use hands to finger, handle or feel, reach with hands and arms, and lift up to twenty-five pounds; will regularly be required to stand, walk, and sit; and will frequently be required to talk and hear. Special vision requirements include close vision and the ability to adjust focus to bring an object into sharp focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be required to be exposed to outdoor weather conditions. The typical noise level for this environment is moderate.

Established: 10/99	Category: 2
Pay Grade: 21	Status: E
Job Description Number: 2024	Revised: 02/2012