

PLANNER I

Recruitment #22-119-3823

Job Description

The Department of Building and Development is seeking candidates for the position of Planner I in the Land Development Division. The Land Development Division provides technical review and oversight of land development applications, manages performance and erosion and sediment control bonds, maintains land development records, provides professional guidance to other County agencies related to land development, and provides exemplary customer service.

Primary responsibilities of the Planner I include reviews land development applications and ensures compliance with County regulations through written correspondence with applicants; provides technical expertise to the Department of Building and Development, other County Departments, and outside agencies; and delivers accurate and timely information to the public.

The successful candidate must have the ability to analyze complex problems, navigate an intricate land development process, and perform a multitude of professional planning tasks. The chosen candidate must have strong and effective written and verbal communication skills. The chosen candidate should also have an intermediate skill in using computers, and Microsoft Office. Applicants must maintain a thorough knowledge of County operations, policies, and procedures; possess and maintain a thorough knowledge of County, State, and Federal land use regulations; and possess and maintain a thorough knowledge of the principles, practices, and methodologies of the planning profession.

Must be available for occasional meetings after business hours with members of the public and/or elected officials.

HIRING RANGE: \$49,799.99-\$67,229.99 Salary commensurate with experience

Job Requirements

Requires a combination of education and experience equivalent to a Bachelor's degree in Planning, Urban Studies, Zoning, Historic Preservation, Business or Public Administration; or equivalent combination of education and experience. Basic GIS experience is desirable.

Special Requirements

Must be available for occasional meetings after business hours with members of the public and/or elected officials.

Post Conditional Offer Contingencies

Criminal background checks will be required for successful candidate.

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EOE