

## PLANNER - 2170

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Exempt*

Performs responsible professional work in the handling of a variety of planning assignments; does related work as required. Work is performed under regular supervision.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Reviewing land use applications; ensuring compliance with ordinances, statutes and regulations; providing professional planning services; gathering and analyzing data; providing staff support to boards and committees; administering and enforcing ordinances.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Updates the Comprehensive Plan; gathers census and other demographic data.
- Reviews and approves site plans in accordance with County ordinances.
- Experience with drafting letters, e-mails and use of Microsoft Office Suite
- Serves as staff support to the Planning Commission by preparing staff reports and providing information as necessary.
- Answers questions regarding land development, subdivisions, permit processes, County procedures, etc.
- Assists the public through the conditional use permit and rezoning application public hearing process.
- Attending the meetings of the Planning Commission and Board of Supervisors and present applications and information as necessary.
- Issues certificates of zoning for business licenses.
- Serves as Deputy Subdivision Administrator and Deputy Zoning Administrator.
- Has knowledge of document management software and zoning permit management tracking software.
- Assists in the review of subdivision plats for compliance with County regulations.
- Utilizes Geographic Information Systems related to various planning issues; assists citizens with floodplain information using GIS.
- Updates Planning Commission annual report.
- Assists in the development, interpretation and enforcement of the Zoning Ordinance, including resolving zoning violations in Court.
- Manages Well & Septic Appeals applications, meetings and public hearings.
- Performs related tasks as required for both Planning and Zoning duties.
- Post properties for public hearings, conducts property inspections and site visits.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of the principles and practices of planning and zoning; general knowledge of current literature and recent developments in the field of planning and zoning; zoning enforcement and zoning code interpretation; some knowledge of GIS systems; ability to analyze and systematically compile technical and statistical information and to prepare technical reports; ability to interpret various rules and regulations; ability to prepare and present technical information clearly; ability to establish and maintain effective working relationships with associates and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in urban planning or related field.

### **PHYSICAL REQUIREMENTS:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

Completion of zoning officer certification within one year of date of hire.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential tasks.