

PLANNER

GENERAL STATEMENT OF DUTIES:

Performs professional planning work and assists in writing reports. Assist in data collection, developing applications, and writing reports under the direction of a Program Manager although a Lead Planner may be assigned to provide leadership and or direction.

STATEMENT OF TASKS:

Completes master plan and zoning reviews;
Assists with the drafting of planning documents;
Assists with projects application eligibility determinations;
Assists with projects being carried out by organizations and local units of government;
Completes federal project reviews, master plan reviews and zoning reviews.
Develops presentation materials and attends meetings for various community and governmental groups.
Drafts recommendations for projects and studies.
Works effectively with residents, community groups, non-profit agencies, and local officials;

Use of current word processing, spreadsheet, database, publication, modeling software, geographic information systems, and financial software.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of planning;
Ability to present effective presentation and planning techniques;
Ability to learn and present state and federal requirements related to planning efforts carried out by the department;
Ability to interpret maps and other graphic materials;
Knowledge of current software related to for work processing, spreadsheets, databases, publications, financial reporting, internet, modeling and GIS;
Ability to communicate effectively both orally and in writing;
Ability to attend work regularly and work under stressful conditions;
Ability to work effectively with the public, local officials and other county employees.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Urban and/or Regional Planning, Resource Planning, Geography, Environmental Science and Sustainability or other related degree. A Master's Degree in the above areas may be substituted for the bachelor's degree.

OR

Bachelor's Degree AND two (2) years of professional planning experience in a public planning office, private sector planning agency, or a non-profit organization serving the public sector.



Human Resources Director

Established: December 12, 2018
Revised: January 16, 2019
Revised: February 27, 2020