



JOB DESCRIPTION

JOB TITLE: Planner - Associate

JOB CODE: 2960

DEPARTMENT: Community Development - Planning

FLSA STATUS: Non-Exempt

REPORTS TO: Director of Community Development/Planner - Principal

SUMMARY OF JOB PURPOSE

Performs professional planning work in special projects, long-range planning and land development functions to maintain the County's structured and organized growth and development in compliance with all regulatory requirements.

ESSENTIAL FUNCTIONS

1. Collects, analyzes and interprets social, economic, population and land use data trends; prepares or oversees the preparation of more complex written and graphic reports with specific recommendations on various planning matters; presents such reports, findings and recommendations to the Planning Commission and County Commission.
2. Analyzes more complex applications for compliance with existing codes; develops and presents recommendations for approval, denial or modification of applications to the Planner - Principal or Director of Community Development.
3. Answers inquiries and assists/advises the public and other agencies in matters relating to the preparation and filing of more complex applications for zone changes, variances, tentative maps, parcel maps, site plan and design review, special use permits and other requests for service; provides information within scope of authority; provides advice to the Board of Commissioners, the County Manager, County Planning Commission and other County departments.
4. Assists other Planners and conducts research and analysis on permits, plans, rules and regulations; researches issues and provides data on land use issues, and related subjects as requested; conducts field surveys to determine suitability of proposed land use changes.
5. Manages special projects as assigned; coordinates and facilitates activities required by the National Flood Insurance Program (NFIP) and the Federal Emergency Management Association (FEMA); communicates and coordinates with Federal agencies in acquiring and properly applying for the Community Development Block Grant Program; prepares reports and makes presentations to the planning commissions, outside agencies and various committees and citizen groups.
6. May act as a project leader when conducting planning projects; reviews and processes a variety of applications, permits and plans; reviews development plans with developers, builders, utility companies, and other County departments; summarizes all input for presentation to the County Planning Commission.
7. May assist in the preparation and/or revision of the County's Master, Open Space Plans, and special studies on housing, population, transportation and water; assists with the monitoring and reviewing trends in County and regional planning issues; researches and interprets laws, regulations and general information.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Planning, Engineering, Earth Sciences, Public Administration or other closely related field and three (3) years related work experience; or an equivalent combination of education and experience that could provide the required knowledge, skills and abilities.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, co-workers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry; ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of the principles and practices of community planning and public administration; research methods and techniques as applied to the collection, tabulation, and analysis of engineering and economic statistics relating to public planning and graphic design. Ability to use initiative and independent judgment within established procedural guidelines; prioritize multiple tasks and projects; research and analyze the factors affecting community planning projects; demonstrate effective interpersonal relationships in bringing people together to solve problems.

Skills in collecting, tabulating, organizing, evaluating, analyzing and presenting data and information; reading, understanding and interpreting land use law, building codes, zoning enforcement and State laws on environmental health; preparing reports and checking designs, details, estimates, plans, and specifications of planning projects; analyzing planning issues, evaluating alternatives, and making logical recommendations based on findings; maintaining accurate and interrelated technical records; establishing and maintaining effective working relationship with consultants, contractors, other agencies and the public.

Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

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CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines; may be exposed to outside weather conditions while conducting field surveys.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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