



CLASS SPECIFICATION FOR
County Planner I

GENERAL STATEMENT OF DUTIES: Performs professional-level planning duties within a wide range of assignments; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class performs moderately difficult planning work. The employee demonstrates an understanding of the physical, social and economic concepts underlying planning work and good relevant knowledge of the principles and practices of civil engineering, social planning, statistical research and analysis and/or other fields and disciplines as they relate to the position to which assigned. The duties involve considerable public contact. An employee in this class receives general supervision from a higher-level planner and may serve as a lead worker to paraprofessional staff.

- Performs basic statistical computations necessary to maintain the County's comprehensive planning activities;
- Performs field and office investigative work pertaining to County planning activities;
- Works with computer terminal to enter, update and retrieve information relating to the agency's needs, resources and assignments;
- Works closely with other County agencies and with outside organizations to coordinate the research and collection of accurate information for inputs into various computer files;
- Reviews detailed engineered site plans, preliminary and final plats for subdivisions and coordinates the review with other County departments and State agencies;
- Participates in the preparation of reports and recommendations on rezoning applications before the Planning Commission;
- Reviews and certifies building permit applications for conformance to zoning and subdivision regulations;
- Assists in projects such as property numbering and street naming and in preparation of Board papers for street name changes;
- Provides professional advice on the application of the Subdivision and Zoning Ordinances and advises public on approval procedures and design aspects of proposed plans;
- Prepares and maintains estimates of current population and housing in the County;
- Coordinates the preparation and organizes materials and agendas for conferences and public meetings and attends and provides assistance at meetings and hearings;
- Prepares reports and recommendations on a variety of subjects and assists in making presentations at public hearings of the Planning Commission;
- May serve as liaison to Information Technology and inform/train co-workers regarding data and on-line system changes and updates;
- May suggest changes to and request enhancements for current computer files and automated systems from Information Technology;
- Researches, prepares and updates agency policies, directives and/or standard operating procedures;
- May conduct surveys to research agency efficiency, employee morale and citizen satisfaction with services
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of the principles and practices of planning, including basic statistics, mathematics, economics and sociology; ability to communicate effectively orally and in writing; ability to assist in the preparation of comprehensive master plans and to maintain them with technical accuracy; skill in the interpretation of statistical data; ability to coordinate the preparation of graphs, maps and charts. (Note: Some positions may require some knowledge of the principles and practices of landscape architecture and/or civil engineering and the ability to read and interpret detailed site construction, architectural landscape and lighting plans.)

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree with a major in planning or a related field and one (1) year of professional planning work experience in municipal or county government; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

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Reviewed 2/2/2008
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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.