

PLANNER - 3010

General Definition of Work:

Performs intermediate professional work in handling a variety of assignments in the Planning and Development Department. . May perform intermediate professional in Planning and basic administrative work assisting the Council for a Sustainable Local Economy and Planning and Zoning. Work is performed under the general supervision of the Planning Manager.

Essential Functions/Typical Tasks:

Assisting in the preparation of short and long-range development and improvement plans; preparing graphic materials; conducting research; interpreting zoning and related codes; may assist in the efforts of the Council for a Sustainable Local Economy and provide administrative support to the Council; may advise the Council in their planning, implementing, and evaluating educational and awareness programs that support the development of a sustainable local economy system that enhances the community; maintaining records and files; preparing reports.

(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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- May prepare educational materials, program evaluations, and reports using appropriate technology.
- May provide professional support and guidance to the Council for a Sustainable Local Economy and related groups.
- May build community coalitions and partnerships, collaborating with a diverse network of community groups.
- Reviews subdivisions plats and site plans.
- Performs or assists in the development of studies, analyses and recommendations in connection with the current and long-range physical, social and economic development of the County.
- Gathers, selects, compiles and analyzes data pertaining to characteristics of the area.
- Analyzes demographic and geographic information regarding population estimation and projections.
- Creates maps and graphs for analysis, demonstration and publication.
- Composes amendments for zoning ordinance; assigns and looks up addresses and flood zone information.
- Attends committee, board and related meetings; represents County relating to planning and transportation issues.
- Analyzes rezoning requests; works with petitioners, residents and planning commissioners to render written analysis.
- Coordinates CBDG, weatherization and housing rehabilitation programs.
- Works with NCDOT on roadway issues.
- Addresses flood issues and provides flood information to citizens.
- Explains and interprets zoning and subdivision regulations to the public and elected officials.
- Explains planning problems and procedures to the general public on inquiry.
- May serve as administrative support to the Council for a Sustainable Local Economy, including compiling and preparing meeting agendas and minutes.
- Prepares various grant applications.
- Prepares reports and supporting graphic display materials descriptive of research and recommendations.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

General knowledge of the principles and practices of urban planning; general knowledge of current literature and recent developments in the field of urban planning; general knowledge of ordinances governing zoning and related codes; ability to analyze and systematically compile technical and statistical information and to prepare technical reports; ability to prepare and present technical information clearly and in an interesting manner to lay groups and the public; ability to establish and maintain effective working relationships with associates and representatives of other public agencies. Possess strong facilitation, interpersonal, and problem solving skills in team setting environments.

Education and Experience:

Requires graduation from an accredited college or university with major course work in planning, public administration or related field; some planning experience. An equivalent combination of education and experience may be considered.

Knowledge of small business development; small business related regulations and legislation; and community-based small business-related agencies services is desirable for Planner position that includes responsibilities to the Council for Sustainable Local Economy. Possess strong facilitation, interpersonal, and problem solving skills in team setting.

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 standing, walking, pulling, fingering, 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 preparing and analyzing written or computer data, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

May require possession of an appropriate driver's license valid in the state of North Carolina. Position may be a safety-sensitive position as defined by the Drug Free Workplace Policy.

HR revised 5/14/2012