

PLANNER I

Nature of Work

This is an entry level, professional planner who performs a variety of administrative and technical work oriented to current, long range and/or community planning for the Georgetown-Scott County Planning Commission. This team member's work includes research, analysis, plan/report preparation, and work with committees and the public, in a supportive role to the Director of Development Services or another designee. This person understands and is able to apply core concepts of fields related to planning and will be able to assist other divisions within the department (Engineering and GIS) as needed.

The Planner I works under the general direction of the Director or his/her designee. Technical and administrative work is performed with considerable independence; professional work is performed under the supervision of the other staff. This position will participate in projects involving land use, transportation, historic preservation, housing, community development, zoning, variances, conditional uses, and a variety of other areas.

This position provides technical support for the Planning Office on a regular basis, including data entry, charts for presentations, updates files, and assists with questionnaires and survey forms. Provides information to the public regarding plans and regulations. Assists in resolving citizen issues in person and over the phone. Attends evening meetings as needed.

Essential Job Functions

General: Assists in reviewing plans/plats and determines compliance with the regulations and approved community plans. Serves as a staff planner for Board of Adjustment cases under the direct supervision of the Director of Development Services or his/her designee. Prepares and presents staff reports, along with recommendations to the Cities and County Boards of Adjustment and Planning Commission as needed. May have to meet with engineers, surveyors, developers, property owners, and the general public regarding projects. Performs research, collects data, analyzes statistics, and performs field inspections for projects as directed. Able to explain technical regulations and specifications from the Subdivision and Development Regulations and the Zoning Ordinance to board members and to the general public. Able to comprehend and explain reports, ordinances, and design standards for the community.

Specific Areas or Work Program(s):

Development Services (Current)

Assists in administering subdivision & development regulations and zoning ordinance and performs specialized work to ensure conformity by developers and property owners with adopted regulations and plans. Prepares staff reports and recommendations, prepares information for agenda and public

notices. May assist or oversee the distribution of technical review committee items and minor subdivision plats to the appropriate department and reviewing agency. May be requested to make on-site inspections, interview the public and reviews sites for issuance of "certification/approval letter". May tracks conditions of approval and relevant deadlines to ensure compliance with development regulations.

Comprehensive Planning (Long Range)

Assists in analyzing growth and development trends, collects and analyzes data including population, land use and other essential data necessary to develop, modify, or implement the Comprehensive Plan and related studies. Projects may also include, but not be limited to, site plan design, downtown planning, environmental impacts, transportation impacts, and watershed and open space planning.

Transportation

Assists in assessing development trends and impacts of development on local roads and corridors. May use travel forecasting and database software to integrate transportation elements into long-range plans. Work may include, but not be limited to, analysis of traffic impact studies, corridor studies, and transportation improvement plans. May also serve as the Commission's liaison to local, regional, and state transportation committees.

Other: Performs other duties related to the position and as assigned.

Job Standards

Education: Bachelor's degree in planning, public administration, or related field is preferred.

Experience: Minimum one (1) year of professional planning experience, including internships, of a progressively responsible nature in a public planning agency is required. A Master's degree may be substituted for the experience requirement.

Personal Performance Indicators

Knowledge of Job: Has knowledge and skills in one or more of the previously mentioned specialty areas of planning. Has knowledge of sources of information concerning planning matters and of the techniques and procedures to analyze and report on planning issues and policies. Has knowledge of the principles, laws, practices, and organization of federal, state, and local government in the areas of planning, zoning, and development. Has working knowledge of local government and intergovernmental relations.

Has knowledge of the general principles of research, statistical procedures, and technical writing. Has working knowledge of personal computers and software applications for word-processing, spreadsheets, databases, and graphics. Has working knowledge of street layout, drainage, open space, and utility requirements as related to land subdivision and development. Has knowledge of geographic information systems and is able to collaborate on GIS projects.

Ability to Perform Job: Can read and comprehend maps, plans, and blueprints. Can present data visually with maps, graphs, and illustrations. Can present reports and recommendations in a clear, concise, and persuasive manner. Can explain planning, zoning, and development issues in simple, non-technical language, verbally and in writing. Can effectively coordinate and review multiple projects simultaneously. Can make and enforce decisions in tactful, positive, and productive manner. Can manage a project to successful completion. Can establish and maintain effective working relationships with government officials, employees, the general public and the Planning Commission. Good writing and communication skills are essential.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility.

Quantity of Work: Performs described "Essential Job Functions" and related assignments efficiently and effectively to produce quantity of work which consistently meets or exceeds standards and expectations of the Commission.

Dependability: Assumes responsibility for performing assigned work and for meeting deadlines. Completes work on or before deadlines in accordance with directives, policies, standards, and prescribed procedures.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to staff of vacation time and other time off.

Initiative & Enthusiasm: Maintains an enthusiastic, self-reliant, and self-starting approach to meet job responsibilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems. Under general supervision, implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert advice where appropriate, and researches problems, situations, and alternatives before exercising judgment.

Cooperation: Accepts policy and direction and strives to meet the goals and objectives of same. Questions instruction and direction when clarification of results or consequences is justified, e.g., in cases of poor communication, variances with the Planning Commission, City, or County policies and procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between staff persons and departments with the Planning Commission, City and County.

Relationships with Others: Shares knowledge with staff for mutual and departmental benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships with staff and with employees in other departments, representatives from organizations, and the public to maintain goodwill toward the agency and to project a good image. Tactfully and effectively handles requests, suggestions, and complaints from other departments and persons. Emphasizes the importance of maintaining a positive image within the department. Interacts effectively with department heads, staff, elected officials, and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work assignments and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time.

Minimum Standards to Perform Duties

Physical Demands: Physical demands are representative of this position to successfully perform the essential functions. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions. Work is performed primarily in office settings. Some outdoor work is required in the inspection of various land use, subdivision, and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the required duties, the employee is frequently required to talk and hear, sit, use hands, operate objects, tools, or controls, and reach with arms and hands. The employee is occasionally required to stand or walk. The employee must occasionally lift and/or move objects up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee occasionally works in all weather conditions and terrain types.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

