



## EFFINGHAM COUNTY BOARD OF COMMISSIONERS

<b>Job Title: Planner I</b>	<b>Job Code:</b>
<b>Reports to: Director of Development Services</b>	<b>FLSA Status: Non-Exempt</b>
<b>Department: Development Services</b>	<b>Approved:</b>

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **Position Overview:**

The position of Planner I is the entry-level position within professional planning. A bachelor's degree is usually required, depending on the hiring organization. It is distinguished from the Planning Technician position because it involves professional-level duties and judgment, and fewer routine administrative tasks. This position level receives considerable immediate supervision from the Director of Development Services. The position reports to the Director of Development Services.

### **Principal Duties and Responsibilities (Essential Functions\*\*):**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Develops planning studies and reports in support of new and updated plans, programs and regulations

Reviews or assists in the review of moderately difficult development proposals and site plans for conformance with codes, plans, and regulations

Prepares and presents detailed reports on development proposals to government bodies

Collects a variety of statistical data and prepare reports and maps on topics such as census information, land use, tax base data, and occupancy rates

Evaluates or assists in the evaluation of rezoning's, ordinance amendments, site plans, special use permits, variances and other proposals

Acts as liaison between community groups, government agencies, developers and elected officials in developing neighborhood plans



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Coordinates community review of public and private development projects

Provides information to the public regarding development regulations

Clerk to the Planning Board for taking minutes, creating agendas, public notices, zoning notices mailed, record keeping

Assists in resolving citizen and customer issues

Oversees the work of consultants and interns

Conducts field evaluations and assessments

Attends substantial number of evening and weekend meetings

### **Typical Knowledge**

Knowledge of the principles and practices of planning

Knowledge of a relevant specialization such as land use/zoning, transportation planning, environmental planning, urban design, housing, historic preservation or economic development is desired

Knowledge of principles and practices of research and data collection

Knowledge of effective writing techniques

Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations

Knowledge of computer programs and applications, which may include Microsoft Office, Internet applications, and database management

GIS programs and applications



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### **Typical Skills**

Oral communication and interpersonal skills to explain rules and procedures clearly to the public

Creative problem-solving skills to gather relevant information to solve practical problems and address citizen inquiries and concerns

Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions

Ability to create graphic designs, development strategies, and render site plans via sketches and/or computer graphics highly desirable.

Ability to work on several projects or issues simultaneously

Ability to work independently or in a team environment as needed

Ability to attend to details while keeping big-picture goals in mind

Effective written and verbal communication skills

Ability to facilitate in-person and virtual public participation activities

### **Minimum Qualifications**

The Planner I position usually requires a bachelor's degree in urban planning, architecture, public policy, or related area of study, but one year of planning experience may be substituted.

### **Performance Aptitudes:**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in



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referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situation.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information and be able to provide explanations of data.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.



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### **ADA COMPLIANCE:**

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.