



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Planner II	Job Code:
Reports to: Director of Development Services	FLSA Status: Non-Exempt
Department: Development Services	Approved:

*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 II requires professional planning work of moderate difficulty. It is characterized by increasingly specialized knowledge of the planning field and a more elevated level of required duties and responsibilities compared with the Planner I. The Planner II is expected to possess in-depth knowledge within one or more planning specialties such as economic development, comprehensive planning, or environmental planning. The position reports to the Director.

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.

Interprets and applies applicable state, county and local codes, ordinances and regulations

Initiates actions necessary to correct deficiencies or violations of regulations

Assists with updates and maintenance of Comprehensive Plan and land development regulations

Conducts review of various development applications including plats, permits, site plans, variance requests and rezoning's

Conducts extensive research in specific or general project areas

Administers the National Flood plain management process

Administers federal and/or state Soil and Erosion Control process



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Writes and presents formal and technical reports, working papers, and correspondence

Identifies community problems, issues, and opportunities in particular neighborhoods that could be mitigated through better community planning

Develops long range plans for communities with common developmental issues

Develops strategies to promote economic and community development or efficient land use consistent with community goals

Evaluates adequacy of community facilities in meeting current and projected needs

Recommends priorities, schedules, and funding sources to implement public improvements plan

Writes, or assists in writing, a variety of ordinances and regulations relating to development controls

Attends substantial number of evening and weekend meetings

Typical Knowledge

Well-developed knowledge of planning principles and practices

In-depth knowledge of one or more planning specialization, such as land use planning/zoning, transportation planning, environmental planning, urban design, housing, historic preservation or economic development

Knowledge of principles, methodology, practices of research and data collection

Knowledge of effective writing techniques

Knowledge of or experience in community remediation and redevelopment, and knowledge of relevant Federal programs



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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, econometric or transportation modeling, and database management

GIS programs and applications

Typical Skills

Oral communication and interpersonal skills to present research findings to various boards and committees

Creative problem-solving skills to gather relevant information to solve less well-defined practical problems

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

Group facilitation skills for use with community workshops

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 II level generally requires a bachelor's degree with two years of experience in the planning profession. AICP Certification is preferred.



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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 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.