



## EFFINGHAM COUNTY BOARD OF COMMISSIONERS

<b>Job Title: Community Planner</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 Community Planner is a position within professional planning. A bachelor's degree is required, depending on the hiring organization. It is distinguished from the Planner I 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 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.*

Responsible for developing and implementing plans that promote sustainable community development.

Develop and manage community development plans, policies, and programs to be approved by the state.

Conduct research and gather data to develop community plans and programs.

Facilitate community engagement and participation in the planning process.

Responsible for reviewing zoning ordinance amendments and comprehensive planning actions.

Participate in state and local development projects.

Evaluate the effectiveness of community plans and programs and make recommendations for improvement.



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

Reviews or assists in reviewing moderately complex 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 prepares reports and maps on topics such as census information, land use, tax base data, and occupancy rates

Evaluate or assist in evaluating rezoning, 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

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 a substantial number of evening and weekend meetings

### **Typical Knowledge**

Knowledge of the principles and practices of planning



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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 the 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

### **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 rules 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

Practical written and verbal communication skills



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Ability to facilitate in-person and virtual public participation activities

### **Minimum Qualifications**

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

### **Performance Aptitudes:**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and analyze data. This includes discretion in determining data classification and referencing such analysis to established standards to recognize 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 control the actions of equipment, machinery, tools, and materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and 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.



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

**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, which may involve some lifting, carrying, pushing, and pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require perceiving and discriminating 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.

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