



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Land Use Planning Analyst	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 employees perform in the class. Specifications do not reflect all duties performed within the job.

Position Overview:

The position of Land Use Planning Analyst is a position within professional planning. A bachelor's degree is required, with coursework in urban planning, political science, accounting, business administration, or a related field. This position also includes experience in planning and community development or finance, with an equivalent combination of education and experience. The candidate must have the ability to obtain a Zoning Official certification within two years of employment. The position reports to the Director of Development Services.

Principal Duties and Responsibilities (Essential Functions):**

The following duties are typical for this classification. To perform this job successfully, an individual must perform each essential function satisfactorily and may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

A planning analyst provides quantitative analysis to support the evaluation and implementation of planning principles by forecasting development trends for long-range planning.

Work is performed under the limited supervision of the Development Services Director.

Assists in the research, drafting, and presentation for long-range planning projects, including but not limited to comprehensive land use planning, neighborhood planning, corridor planning, comprehensive transportation planning, greenway planning, and demographic analysis

Researches and prepares planning elements necessary for decisions by management, council, boards, or commissions regarding land use, historic preservation, zoning, housing, and environmental impact.



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Provides research and input into developing ordinances, policies, procedures, and publications for the County and the department. Draft ordinances, plans, and publications

Respond to inquiries for comprehensive plan, code, and development information; interpret existing plans, policies, and codes for the public.

Duties will require ensuring compliance.

Performs work with the Director to forecast future development growth trends and monthly projections and reports to the County Manager's Office and the Board of Commissioners

Monitors and evaluates plans and implementation strategies; amends and revises plans as necessary; prepares and revises codes and other land use controls.

Assist with preparing the annual budget calendar, budget manual, line-item budget books, and capital improvement plan manual.

Analyzes and recommends department budget requests

Provides technical assistance to citizens, developers, and public officials regarding subdivision and zoning and related matters

Ability to prepare staff reports and present agenda items to both the Planning Board and Board of Adjustment

Attends occasional (once to twice monthly) night meetings

Respond to public contact via walk-in, telephone, and email

Performs related tasks as required

Includes receiving instructions, assignments, and directions from superiors and weekend meetings



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Typical Knowledge

Considerable knowledge of the basic governmental and administrative framework in which the planning department functions operate

Considerable knowledge of arithmetic, spelling, grammar, punctuation, and vocabulary

Considerable knowledge of state open meetings and public records laws

General knowledge of building and land development code regulations

General knowledge of the use of various telecommunications systems utilized by County offices

Some knowledge of the geographic and socio-economic layout of the County

Typical Skills

Must be adaptable to performing under stress and when confronted with persons acting under stress

Skilled in the operation of standard office machines, including popular computer-driven word processing, spreadsheet, and file maintenance programs

Ability to make routine administrative decisions independently by laws, regulations, County policies, and procedures, to solve problems, and answer questions of the general public and development community

Ability to develop and modify work procedures, methods, and processes to improve the efficiency of department processes

Ability to type accurately at a moderate to high rate of speed

Ability to communicate effectively orally and in writing



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Ability to exercise considerable tact and courtesy in frequent contact with public officials and the general public

Ability to establish and maintain effective working relationships as necessitated by work assignments

Minimum Qualifications

The Land Use Planning Analyst position usually requires a bachelor's degree in urban planning, architecture, public policy, or a related field, but one year of planning experience may be substituted.

Performance Aptitudes:

Data Conception: Requires the ability to compare and judge the readily observable, functional structural, or composite characteristics (similar to or divergent from apparent standards) of data, people, or things. Requires the ability to prepare correspondence, memoranda, reports, forms, meeting minutes, agendas, resolutions, franchises, ordinances, purchase orders, etc., using prescribed formats and conforming to all punctuation, grammar, diction, and style rules.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions

Motor Coordination: Requires the ability to rapidly and accurately coordinate hands and eyes using automated office equipment. Must have minimal levels of eye/hand/foot coordination.

Verbal Aptitude: The candidate must be able to express or exchange ideas through spoken words by speaking to people with poise, voice control, and confidence. The position requires recording and delivering information, explaining procedures, and following oral and written instructions. The candidate must also be able to communicate effectively and efficiently in standard English and speak and signal people to convey or exchange information.



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Numerical Aptitude: Requires the ability to utilize mathematical formulas, add and subtract, multiply and divide, and calculate percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape

Functional Reasoning: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

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: Must be able to operate various automated office machines, including computers and peripheral equipment, transcribers, copiers, facsimile machines, calculators, etc. Some physical tasks may also include the ability to exert up to 20 pounds of force to move objects. However, if arm and leg controls require exertion of forces that are more significant than that for Sedentary Work and the worker sits most of the time, this job is rated for Light Work.

Sensory Requirements: Does not require the ability to differentiate between colors and shades of color.