



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Senior Planner	Job Code:
Reports to: Director of Development Services	FLSA Status: Non-Exempt
Department: Development Services	BOC Approved: 6/3/2025

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 Senior Planner most often requires advanced professional planning experience with high complexity and variety. Depending on the hiring organization, a bachelor's degree is required. This position is distinguished from the Planner I and Planner II positions because it involves professional-level duties, judgment, and fewer routine administrative tasks. Planners at this level exercise greater independence and judgment, receiving general supervision from senior management. Depending on the organization's structure, the Senior Planner may supervise the Planning Technician, Planner I, or Planner II.

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 change business practices.

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

Responsible for developing and coordinating Comprehensive Plan updates and the annual Capital Improvement Element (CIE) update in compliance with the Department of Community Affairs requirements.

Performs advanced professional work related to a variety of planning assignments

Supervise and mentor junior planning staff, providing technical assistance and career development support. 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.



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

Draft ordinances, resolutions, and policy recommendations based on research, best practices, and community input.

Facilitate public outreach, stakeholder engagement, and community workshops to ensure inclusive planning practices.

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.

Interpret and apply applicable local, state, and federal planning codes, ordinances, and regulations.

Develop planning studies and reports supporting 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 rezonings, 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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Coordinate community review of public and private development projects

Provides information to the public regarding development regulations

Assists in resolving citizen and customer issues

Oversee the work of consultants and interns

Conducts field evaluations and assessments

Attends a substantial number of evening and weekend meetings

Typical Knowledge

Advanced 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 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



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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

It is highly desirable to be able to create graphic designs, development strategies, and render site plans using sketches and/or computer graphics.

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

Excellent written and verbal communication skills

Ability to facilitate in-person and virtual public participation activities

Minimum Qualifications

The Senior Planner 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. Supervisory experience may be required or preferred. AICP Certification is preferred.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or 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 applying procedures and standards to specific situations.



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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 references, 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 variations in assigned objectives.

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 exerting moderate, though not constant, physical effort. They typically involve climbing, balancing, stooping, kneeling, crouching, and crawling. They may include lifting, carrying, pushing, and/or pulling objects and materials of moderate weight (12-20 pounds).

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

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