

PLANNER III

CODES/PAY RANGE

Class Code: 4032
217

EEO Code: B

FLSA: E

Pay Range:

MAJOR FUNCTION

Advanced responsible work gathering and analyzing planning, environmental, and socio-economic information used to develop public policy and to support the Comprehensive Planning Program.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Performs advanced level of planning duties as described in the Planner II level.

Serves as principle planner for major program area such as transportation, land use, project planning and design, economic development, and zoning activity functions.

Supervises one or more lower level Planners, depending on project assigned. Assists subordinate planners in performing their duties and responsibilities. Supervises and serves as a technical advisor to zoning technicians.

Represents the Department on various councils, boards and committees. Provides professional planning assistance in various planning boards, elected bodies and agencies.

Prepares and/or critiques site plans showing the placement of building masses, parking areas, landscaping buffers, traffic patterns, and related supporting uses and facilities.

May research and write grant applications. May review local government plans to determine impact on county services, facilities and programs. Ensures coordination between the County Comprehensive Plan and five-year capital improvements.

Prepares and presents public information/education programs.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Demonstrates knowledge, abilities and skills of the Planner II level.

Knowledge of state, county and municipal planning and zoning and development standards.

Ability to demonstrate presentation, organizational, written and time management skills.

Ability to identify problems and issues and to develop sound public policies, programs and strategies to implement solutions. Ability to supervise other planners and zoning technicians. Ability to coordinate work with internal and external agencies and divisions, and oversee their timely completion.

MINIMUM QUALIFICATIONS

Master's degree in Planning or related field plus three (3) years of professional planning experience in a public or private planning agency.

A comparable amount of education, training, or experience may be substituted for the minimum experience.

ADA REQUIREMENTS

Mental Demands: Ability to read and comprehend technical and professional journals and manuals, reports, abstracts, statistical data, legal documents. Ability to perform general mathematical functions. Ability to write comprehensive reports relaying detail, data and information. Ability to speak publicly and extemporaneously. Ability to analyze data and develop conclusions.

Environmental Demands: Generally inside work.

Physical Demands: Sedentary work.

Revised 10/98

Revised 11/04