

Classification Title: Planner I

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Conducts professional studies on current and long range planning issues which include but are not limited to transportation, cost of development, schools forecasting needs, county trends and land use. Includes spatial data analysis and map creation and making project site visits and report writing on planning issues. Interprets zoning laws.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Reviews site plans and works with developers and the public for conformance with all zoning and subdivision ordinances, land use, thoroughfare, open space plans and school forecasting reports. Reviews and summarizes information and makes recommendations.
2	L	Coordinates the permitting process. Answers questions and resolves issues and otherwise assists applicants with processes, procedures and design standards for obtaining permits.
3	S	Assists in researching, evaluating and designing new planning and zoning regulations.
4	S	Maintains and updates the website and ensures that all information is current.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor's degree in Planning, Landscape Architecture or related field.
Experience	Two years of experience in planning.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	None.
Reading	Advanced
Math	Intermediate
Writing	Intermediate

CLASSIFICATION REQUIREMENTS	
Managerial	Receives General Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	No responsibility for the direction or supervision of others.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship and may involve contact with others outside of the direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Engineering tools and equipment, cameras, geographical measuring tools, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None.