

CITY-COUNTY PLANNING COMMISSION OF WARREN COUNTY POSITION DESCRIPTION

Position Title: Planner I
Supervisor: Executive Director
Date: March, 2022
Status: Exempt - Classified Appointment

Purpose of Position

The Planner I position performs professional planning duties critical to the business operations of the Planning Commission by providing technical assistance to staff and the public in planning related needs. This position requires general knowledge of planning and development principles, processes, and issues.

Essential Duties and Responsibilities: The following duties are normal for this position. These duties are not exclusive or all-inclusive. Other duties may be required and assigned.

- Assist in administering regulations in the Zoning Ordinance of Warren County;
- Assist in review of applications and development plans for compliance with applicable ordinances and regulations;
- Ability to interpret, explain and apply laws, codes, rules, review procedures, regulations and ordinances applied to land use planning;
- Assist in the preparation of staff reports and give presentations at public hearings to the various boards of the Planning Commission;
- Assist in the preparation of focal point plans and corridor studies;
- Assist patrons and answer inquiries regarding regulations, ordinances and the comprehensive plan;
- Provide technical assistance for the various boards of the Planning Commission;
- Research, assemble, and maintain data for inclusion in and preparation of written reports and documents;
- Prepare and update various documents, informational brochures and website content;
- Use discretion and independent judgment with respect to matters of significance to the Planning Commission;
- Perform related duties as required.

Minimum Requirements

Education: This position requires a Bachelor's degree in urban planning, public administration, architecture, engineering, social sciences or related field.

Experience: No professional planning experience is required. One year of experience and/or completion of an internship in planning or a related field at a public agency is preferred. Excellent organization, written and oral communication, and public relation skills are required. A valid driver's license is required.

Skills & Knowledge: Required or willing to learn and apply the following:

- Basic principles and practices of urban planning and development.
- Purpose and intent of a comprehensive plan and how it is applied to land use decisions.
- The purpose and intent of zoning regulations.
- General knowledge of landscape design, geography, economics, and state and local planning laws.
- Ability to understand and interpret site development plans and subdivision plats.
- Navigate, interpret and analyze GIS mapping information.
- Basic computer functions including Microsoft Office software.
- Technical report writing, research methods and data compilation.
- Principles of business letter writing and basic report preparation.
- Managing multiple assignments and learning to set priorities.
- Establishing and maintaining cooperative working relationships with those contacted in the course of work.