

## **SENIOR PLANNER**

### **DEFINITION**

This is professional, supervisory and administrative work completed under the direction of the Director of Planning and Development. The Senior Planner is responsible for the development, implementation and direction of major projects performed in the Planning and Development Department; performs related duties as required.

### **EXAMPLES OF DUTIES**

Plans and organizes current planning projects; develops work schedules and programs. Directs preparation of area development plans; Reviews and makes recommendations on land use application processes, zoning issues and land development applications. Develops growth and development policies. Administers programs and projects to ensure achievement of department goals with available resources. Directs land use studies and monitors land developments to make recommendations and changes to the plans. Oversees updates of county land use and development ordinances. Coordinates development and maintenance of related planning information systems, data bases, and maps. Performs geographic analysis on existing digital data sets. Collects and processes digital data for GIS products. Monitors changes in planning laws and techniques and recommends amendments to the zoning ordinances, land subdivision regulations, and other land development ordinances. Advises developers, realtors, and property owners regarding land developments to achieve conformance with County plans and policies. Works with other members of community to promote Economic Development through a coordinated approach with local government and private sector representatives. Reviews progress and implements changes as needed. Gathers, interprets and prepares data for department studies and reports. Prepares recommendations, reports and related information for decision-making purposes. Coordinates department activities with other departments/agencies as needed. Prepares studies of organizational process and improves coordination of internal workings of county government. Provides technical and professional advice. Makes presentations to and answers inquires from supervisors, boards, commissions, civic groups and general public. Provides staff support to the Zoning and Natural Resources Committee as needed and assigned. Provides staff support to citizen task forces, oversight committees and other public policy groups as assigned. Prepares and writes grant application components as assigned. Negotiates and administers consultant and other contracts. Serves as a member of various staff committees as assigned. Attends professional development workshops and conferences to stay abreast of trends and developments in the field of planning. Assists in the development of department goals and priorities; coordinates department services with other departments and agencies. Compiles and analyzes data and prepares statistical reports. Prepares correspondence, resolutions, and plans. Prepares written and oral replies to questions and complaints. Attends various meetings as required. Consults with Corporation Counsel on legal matters. Ensures compliance with state and federal laws, regulations, standards, and guidelines. Directs development of comprehensive regional and neighborhood development plans.

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**EMPLOYMENT STANDARDS**

Education and Experience: A bachelor's degree in planning or related field from an accredited college or university and three years of professional planning experience. A master's degree in planning and/or AICP professional planner certification are desirable. Experience with GIS systems having ARC/INFO applications is desirable. For some positions administrative experience is desirable.

Knowledge, Skills and Abilities: Comprehensive knowledge of the advanced principles and practices of urban and regional planning; thorough knowledge of economics, municipal finance, and sociology as they apply to planning; knowledge of the current literature and recent developments in the field of urban planning; general knowledge of the principles and practices of civil engineering as they relate to planning and subdivision design and control; ability to interpret and analyze technical and statistical information and to prepare and present technical, oral and written reports; ability to establish and maintain effective working relationships with employees, officials, other agencies, and the general public. Knowledge of county/municipal and state codes and laws applicable to planning; working knowledge of personal computers and GIS applications. Possession of oral and written communication skills.