

<b>Position Title:</b>	County Planner	<b>Grade Level:</b>	V
<b>Department</b>	Engineering, Planning & Zoning	<b>Date:</b>	April 2, 2025
<b>Reports to:</b>	Chief County Planner	<b>FLSA Status</b>	Exempt

**Statement of Duties:** This position assists the Chief County Planner with the administration and enforcement of the Subdivision and Land Development Regulations ordinance, and other regulations related to land development. Other responsibilities include the coordination of work with other professional and clerical staff members engaged in administration and enforcement of the Subdivision and Land Development Regulations ordinance, as well as the site plan and land development project review and approval processes.

The County Planner also works under the guidance of State and Federal regulation, and County ordinances, regulations, policies and procedures.

Representation at various meetings/boards/commissions, including the Planning Commission, is required by the County Planner. Employee is required to perform all similar or related duties, as directed by the Chief County Planner.

**Supervision Required:** Under *general direction*, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced Judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

**Supervisory Responsibility:** Employee, as a regular and continuing part of the job, may, at times, *lead other workers* in accomplishing assigned work and also performs non-supervisory work that is usually of the same kind and levels as is done by the group led. The work leader is responsible to his/her supervisor, the Chief County Planner, for assuring that the work assignments of other workers are carried out by performing duties which typically consist of most of the following: distributes and balances workload among employees in accordance with established workflow and job specialization; assures timely completion of work; instructs employees in specific tasks or explains work methods to be employed and indicated applicable reference material and guidelines; checks work progress and reviews completed work to see that instructions have been carried out; answers questions and resolves problems that arise in the

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work; provides on-the-job training to new employees; reports to the supervisor on disciplinary problems, performance and training needs of employees; resolves simple, informal complaints of employees and refers others to the supervisor; may approve leave for a few hours or for emergencies.

**Confidentiality:** Access to some confidential information, not department-wide that is obtained during performance of essential functions, where the effect of any disclosure would probably be negligible or where the full significance of the overall confidential matter would not be apparent in the work performed. Employee mainly has access to confidential law suit information and land development applicant's confidential information and plans.

**Accountability:** The nature of the *professional or technical work* means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor Judgment could result in excessive costs, delay of service delivery, or legal repercussions to the County.

**Judgment:** The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

**Complexity:** The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

**Work Environment:** The work environment involves everyday discomforts typical of indoor environments such as office settings, with infrequent exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

**Nature and Purpose of Public Contact:** Contacts are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile,

uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas or departmental procedures.

**Occupational Risk:** Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings. Work is performed under tight deadlines at times.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Responsible in the administration of land use regulations and ordinances and the Comprehensive Plan for the County.
2. Review and evaluate all Site Plans and Subdivision Plats, including Concept Plans, Community Impact Statements, and environmental assessments/determinations, for conformance with County Subdivision and Land Development Regulations and County Zoning and Land Development Ordinance.
3. Coordinate land development project reviews with department staff, including the County Engineers, Ordinance Compliance Officer, and administrative staff to ensure projects comply with county regulations, and to ensure projects are tracked throughout the review process. Conduct site visits for all projects and other planning endeavors.
4. At the direction of the Chief County Planner, prepare staff reports for all projects requiring Planning Commission or County Commission approval to provide analysis and recommendations for land development projects; creates written and visual documentation in the form of maps, reports, electronic/digital files, power point presentations, etc.
5. Assist the Chief County Planner as staff to the Planning Commission in the review, presentation, and recommendation of all development applications at Planning Commission meetings. Attend regular night meetings in addition to other special meetings as scheduled.
6. Help facilitate Pre-Proposal Conference review meetings between staff and the consultants and developers for new land development projects in order to facilitate an efficient processing of projects. This includes coordination with staff engineers, other review agencies, and the applicant and presenting issues to the applicants, informing them of necessary paperwork and other pertinent documents needed and timelines for the application process.

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7. Assist the public, surveyors, engineers, and developers with questions regarding land-use regulations relating to properties and projects via meetings, letters, phone calls, and e-mail correspondence. This involves research of properties for prior land uses, subdivision, zoning, violations, and other pertinent data in order to provide the customers with accurate and thorough information.
8. At the direction of the Chief County Planner, give public presentations to boards and commissions including the Planning Commission and County Commission.
9. Assist the Director, Zoning Administrator, and Engineering staff with other zoning and planning related duties and special projects.
10. Conduct research and analysis for special projects and planning-related issues and provide recommendations and reports to various groups. Examples include analysis of planning theories, forms of zoning and other regulatory processes, growth trends, and planning policies of other jurisdictions in relation to Jefferson County.
11. Assist the Chief County Planner and the Zoning Administrator with updates of the Comprehensive Plan, Subdivision Regulations, and Zoning Ordinances by reviewing existing ordinances and plans and recommending changes for correcting inconsistencies and updating the documents to conform to the policies as dictated by the County Commission and Planning Commission.
12. Attend seminars, conferences, and meetings to keep abreast of new laws, research, technologies, and trends in planning, GIS, zoning, as well as more specific issues as they relate to Jefferson County and the region.
13. Establish and maintain professional relationships with colleagues in planning and other related fields in order to foster open communication and coordination of efforts as they relate to Jefferson County and the region.
14. Assist with other planning duties as needed by the Chief County Planner; including covering job duties of other staff during their absence.
15. Willingness to take on additional duties as needed in support of Department and County goals and objectives.

**Recommended Minimum Qualifications:**

**Education and Experience:** Bachelor's degree from an accredited college or university with at least three to five (3-5) years related work experience preferred; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Valid driver's license required. Member in good standing of the American Institute of Certified Planners (AICP) preferred.

**Knowledge, Abilities and Skill**

**Knowledge:** Common principles and theories related to land use and planning and zoning laws; department and office operations; laws and regulations pertinent to position functions; working knowledge of the Internet and Microsoft Office Suite in support of department operations. Ability to utilize a digital workflow system.

**Abilities:** Good judgment and decision making abilities; able to work independently with minimal supervision, able to communicate professionally with people of diverse backgrounds and levels of education. Must be an analytical thinker and detail-oriented. Supervise, assign, and evaluate the work of employees. Ability to prioritize and complete work tasks in an efficient and timely manner. Ability to read construction plans, survey plats and maps, and interpret and enforce ordinances.

**Skills:** Good writing and oral presentation skills, Strong writing skills, including experience in writing local land use ordinances; strong written and verbal communication, effective record keeping, time management skills and effective customer service skills are required.

**Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Demands:** Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them (up to 40lbs). There may be need to stretch and reach to retrieve materials. Usually, the work will require extended physical effort over a significant portion of the work day.

**Motor Skills:** Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, and sorting.

**Visual Demands:** Visual demands include constantly reading documents, construction plans, and maps for general understanding and for analytical purposes. Employee is required to distinguish colors.