



SENIOR PLANNER

Job Description

Exempt (Y/N): Y
Date Prepared: June 2014

Department: County Development
Division: County Planning
Supervisor: Planning Manager

JOB SUMMARY:

The Senior Planner is responsible for the daily administration of county, state, and federal development regulations as they pertain to proposed development projects, division of land, and public inquiries. The Senior County Planner is responsible for project review and processing of Planning Board applications and assists the Planning Manager/Planning Director in coordinating activities of the Department. He/she has knowledge of all development projects in the unincorporated areas of Benton County, has familiarity of the Floodplain Management regulations as set forth by the Federal Emergency Management Agency (FEMA), MS4 Stormwater regulations and the general enforcement objectives of the code enforcement personnel in the department. The Senior Planner has daily contact with the public and planning professionals, which requires a high degree of demonstrated competence and professionalism.

SUPERVISION RECEIVED AND EXERCISED:

Receives administrative direction from the Planning Manager and Director of Planning.
Directly supervises the County Planner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Analyze, solve and/or plan administrative and technical tasks
2. Interprets and applies applicable state and county ordinances and regulations
3. Reviews county plans and regulations for proposed development or land subdivision and reports findings to the Director for presentation to the Planning Board.
4. Assists the planning manager in ensuring compliance with NFIP regulations and MS4 requirements in the County
5. Reviews and evaluates proposed development applications including plats, permits, site plans, telecommunication towers, and variance requests for the County for presentation to the Planning Board including the Technical Advisory Committee and the Planning Board
6. Writes and presents formal and technical reports, working papers, and correspondence for review by the Planning manager/ planning director

7. Assists engineers, surveyors, architects, developers, real estate agencies, attorneys, abstract offices, land owners and the general public in understanding and complying with the County regulations and department policies
8. Compiles data for use by the planning manager, Director, the Technical Advisory Committee, the Planning Board, and the Quorum Court
9. Keeps the financial records for the Division, collects fees, maintains records of those fees, and assists the Director in the review of expenses and revenues throughout the fiscal year
10. Supervises the activities of the County Planner and ensures that the duties of the County Planner are being fully met in terms of record keeping, service to the public, and adherence to regulations and department policies
11. Answers public inquiries when necessary and conducts field investigations/inspections as necessary, and attends public hearings when required by the Director
12. Develops short range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed
13. Perform other duties as required

QUALIFICATION REQUIREMENTS:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Community development and their relationship to planning principles and practices.
- Principles, practices and methods of research and data collection.
- Effective writing techniques.
- Computer hardware and software programs, which may include Microsoft Office, Internet applications, graphic design, or GIS.
- Principles of supervision.
- Oral communication and intrapersonal skills to present research findings to various boards and committees.
- Knowledge of NFIP floodplain management and MS4 Stormwater pollution prevention, Grading, and Erosions control regulations.

Skills and Ability to:

- Must demonstrate office management skills, office machine skills to include computer programs and software
- Must have comprehensive knowledge of Planning Board rules, regulations and procedures.
- Read, understand and interpret surveys, site plans and specifications.
- Perform a high degree of analytical and interpretive thinking.
- Review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Accurately and timely route precise and detailed information to the Director, the Technical Advisory Committee, the Planning Board and the Quorum Court.

- Work effectively with surveyors, engineers, contractors, and the general public.
- Effectively communicate County regulations and ordinances to appropriate public and private agencies, organizations, and individuals.
- Prepare technical and analytical reports and PowerPoint presentations.
- Establish and maintain systems needed for control of work quality and quantity.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Read handwritten, typed or machine generated text, graphical and statistical material without aides other than eyeglasses and, or contact lenses.
- Absorb data, learn and apply procedures required to perform the full range of tasks required by typical duties of the class.

EXPERIENCE AND EDUCATION:

Education: A bachelor's degree in urban planning, architecture, public policy, or related area of study.

Experience: Minimum of three (3) years of experience in a planning office or related field. Possession of four-year College or university degree in planning may substitute for one year of experience.

Equivalent combination of education and experience may substitute for the minimum requirements noted above.

License or Certificate: Possession of a valid Arkansas State Driver's License.

PHYSICAL DEMANDS:

The following list contains the essential function required of a person filling the Planner II position. This description is intended to describe the kinds of task and level of difficulty being performed by the person assigned to this classification:

- Must be able to operate two-wheel and four wheel drive County vehicle in both day/night time conditions and all weather and road conditions
- Must be able and willing to work long hours, weekends, late nights and holidays when necessary.
- Must be able to squat, bend over at the waist, and perform other physical movements necessary to traverse property, in wooded, grassy areas, non-paved roads, and undeveloped lands.
- Travel by foot across all types of terrain found in Benton County to access areas under construction in all outside weather conditions.
- Must be willing and able to attend regularly held meetings outside of normal office hours.
Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The employee must be able to perform routine tasks normally associated with an office setting. The noise level is moderate and the lifting requirements are minimal.

Approved by _____

Date _____

JESAP Grade Assignment: _____

Date _____