



CLASS SPECIFICATION FOR
County Planner II

GENERAL STATEMENT OF DUTIES: Performs professional-level planning duties of a difficult nature, often in a specific unit or subject area; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent performs difficult planning activities relating to zoning, subdivision of land and physical development and the Comprehensive Plan of the County. This work involves considerable contact with key County officials and agency heads, elected and appointed officials, and the public. The duties of a County Planner II may be confined to a specific subject area or may be a combination of several. Depending upon the specialty or work assignments, the incumbent demonstrates a good knowledge of the principles and practices of engineering, building construction and/or an understanding of the physical, social and economic concepts underlying planning work. The incumbent receives general supervision and may serve as lead worker to a lower-level planner.

- Reviews subdivision plans for conformity with principles of good planning, land use practices in adjacent developments, and for compliance with subdivision regulations, and prepares alternate designs when appropriate;
- Collects and organizes statistical data essential to the preparation and maintenance of the master plan including population, its composition, characteristics, growth and trends;
- Conducts zoning and planning studies;
- Locates, selects and compiles basic data and prepares drafts of planning reports;
- Interprets zoning and subdivision ordinances and certifies plans, buildings, and uses for conformance with zoning and subdivision regulations and County policies and standards;
- Prepares designs, layouts and maps to scale;
- May assist in training new personnel;
- May use a personal computer and a variety of software packages to collect, display or analyze agency research or information;
- May serve as liaison to Information Technology and inform/train co-workers regarding data and on-line system changes and updates;
- May suggest changes to and request enhancements for current computer files and automated systems from Information Technology;
- Works closely with other County agencies to coordinate the efficient resolution of service or service-delivery problems and to provide review and comment on plans and activities with a mutual impact;
- Organizes and conducts meetings and public hearings;
- Represents County in making oral presentations before various groups and at public hearings of the Planning Commission and Board of Supervisors;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of the principles and practices of planning, including basic statistics, mathematics, economics and sociology; ability to research and organize material in good report form and to give reliable advice on planning problems; ability to express ideas both orally and in writing in a clear and concise manner; ability to coordinate and supervise the work of professional and technical staff; ability to establish and maintain effective working relationships with other employees, officials and the public; good judgment. (Note: Some positions may require some knowledge of the principles and practices of landscape architecture and/or civil engineering.)

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree with a major in urban planning or a related field and three (3) years of professional planning experience in municipal or county government; OR, a master's degree with a major in urban planning or a related field and one (1) year of professional planning experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

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Reviewed 2/2/2008
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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.