



CLASS SPECIFICATION FOR  
**County Planner III**

**GENERAL STATEMENT OF DUTIES:** Performs difficult and advanced planning work such as comprehensive planning, zoning, plans of development and subdivisions; and is involved in a variety of projects; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class performs work in short- and long-range planning activities in the areas of comprehensive planning and community development. The incumbent is generally not confined to one specific subject area, but is usually involved in several and has been delegated wide latitude for planning work and for making independent technical judgments. The employee demonstrates an understanding of the physical, social and economic concepts underlying planning work and good relevant knowledge of the principles and practices of civil engineering and/or other fields and disciplines as they relate to the position to which assigned. Work is performed under the supervision of a Planner IV in accordance with procedures and policies established by the Director of Planning.

**EXAMPLES OF WORK** (illustrative only):

- Reviews zoning applications, prepares staff reports, coordinates staff reviews of zoning applications, and makes presentations to the Planning Commission;
- Works directly with members of the Planning Commission and Board of Supervisors;
- Reviews subdivision plans and plans of development for conformity with principles of good planning, land-use practices in adjacent developments, and for compliance with zoning and subdivision regulations;
- Researches, prepares, and presents to the Planning Commission planning matters;
- Suggests revisions in zoning policies and procedures to improve both the effectiveness and efficiency of office operations;
- Coordinates staff and interdepartmental review of plans and then conducts staff/developer meetings to resolve problems;
- Meets and discusses plans with and makes presentations to lawyers, developers, engineers and the general public;
- Reviews procedures for processing P.O.D. and subdivision applications in order to improve both the efficiency and effectiveness of office operation;
- 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;
- May function as a "lead" employee, to assist and mentor other planning staff;
- May assist in training new personnel;
- May suggest changes to and request enhancements for current computer files and automated systems from Information Technology;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Extensive knowledge of the principles and practices of planning and zoning, including some familiarity with statistics, economics and sociology; good knowledge of the laws and regulations relating to the area of planning to which the position is assigned; good relevant knowledge of the principles and practices of civil engineering and of building construction practices and methods as they relate to the position to which assigned; ability to perform or oversee technical research work, and to give reliable advice and assistance on planning problems; ability to express ideas both orally and in writing in a clear and concise manner; ability to establish and maintain effective working relationships with staff, elected and appointed officials, other agencies and the public.

**MINIMUM EDUCATION AND EXPERIENCE:** Possession of a master's degree in urban planning or a related field and two (2) years of professional planning experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities. AICP Certification preferred.

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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.