



CLASS SPECIFICATION FOR
County Planner IV

GENERAL STATEMENT OF DUTIES: Performs difficult and advanced planning work and is assigned responsibility for supervising the activities of a major division of the Planning Office, such as comprehensive planning, zoning, drafting, plans of development and subdivisions; supervises and leads the activities of professional planners, technicians and clerical assistants involved in a variety of projects; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class plans, organizes and leads the work of professional planners and technicians 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 Principal Planner in accordance with procedures and policies established by the Director of Planning. Supervision is exercised over professional, technical and clerical personnel in the Planning Office.

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 zoning ordinance amendments;
- 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;
- Makes zoning, subdivision and P.O.D. ordinance interpretations within the general parameters established by the Director of Planning;
- 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;
- Represents the Principal Planner in his/her absence on planning matters;
- Trains and supervises drafting section personnel and ensures the quality and timely completion of their work;
- Develops work program for staff and continually monitors progress to ensure that deadlines are met and quality work is performed;
- 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 guidance 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; ability to lead and to effectively supervise the work of professional and paraprofessional employees.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a master's degree in urban planning or a related field and four (4) years of professional planning experience, preferably with some supervisory experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities. AICP Certification or related licensure 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.