



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Planner</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>    </u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Director, Resource Management</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>10/11</u>
<b>DEPARTMENT:</b> <u>Resource Management</u>	<b>JOB CODE:</b> 206	

**DEFINITIONS:**

With general supervision, develops land use plans and land use regulations, reviews land development projects as proposed by the private sector, and conducts research, data collection, interpretation and analysis of data on planning, zoning, and development issues.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Reviews land development proposals for compliance with County Regulations; identifies County planning/regulatory needs regarding planning and land use; researches, develops, and proposes solutions to identified planning and regulatory needs; advises commissions and boards of towns in Boone County regarding planning and development issues.

Assists landowners and the general public with application submittal and provides advice for presentation to the Planning & Zoning Commission and/or Board of Adjustment; negotiates with developers, engineers, surveyors and attorneys regarding type and amount of infrastructure requirements for project approval and conditions of development approval including privately funded construction of improvements to public facilities.

Monitors developments throughout the construction / implementation phase to ensure compliance with County regulations and conditions of approval as established by the Planning & Zoning Commission and County Commission.

Participates as Planning Department Representative on various advisory boards/committees; responds to and investigates complaints regarding violations of the County land use regulations and resolves such violations through negotiation with the violator or prepares a case for the prosecuting attorney.

Works with consultants to conduct various planning studies and develop various planning documents.

Coordinates input from other departments and agencies to see that regulatory requirements are address and proper infrastructure is provided.

Performs other related duties as needed or assigned.

**KNOWLEDGE AND SKILL:**

1. Considerable knowledge of the principles of planning and land development including the elements of a comprehensive plan.
2. Considerable knowledge of County, state and federal statutes, codes and regulations related to planning and land use.
3. Considerable knowledge of Boone County, state and federal regulations regarding procurement and bids.
4. Skill in addressing a wide range of community development, environmental, land use, transportation and regulatory issues.
5. Skill in planning, organizing, budgeting and managing projects.
6. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.
7. Skill in hiring, training managing and evaluating staff.

**MINIMUM QUALIFICATIONS:**

Bachelor’s Degree in Planning or related field; and four years experience in planning engineering design, construction management or contracting field.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)