

SUMNER COUNTY, TENNESSEE CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: ASSISTANT COUNTY PLANNER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform highly responsible professional work assisting in the administration and management of departmental operations including planning functions, review and analysis of development applications, budget preparation and policy formation. This position works under the direction of and reports to the Director of County Planning and Engineering (also known as County Planner).

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, trains, and evaluates the work of assigned staff handling employee concerns and problems; assists with directing work, counseling, disciplining, and completing employee performance appraisals; reviews the work of staff to ensure compliance of proposed developments with existing County Codes, Regulations, and Standards; assists in conducting interviews and making hiring recommendations.

Receives and reviews building and subdivision plans and plats for approved developments to ensure compliance with planning related legislation, County Codes, Regulations, and Standards and as approved by the various Boards and Commissions; coordinates any changes with the appropriate staff member and design professional; meets with design professionals to resolve any problems with proposed developments; reviews final site plans and subdivision plats with the Engineering Section to ensure compliance with approved plans prior to documents being recorded.

Assists in the development and management of GIS project plans including defining requirements, tasks, and resource assignments, ensuring that approved quality levels and deadlines are met.

At direction of supervisor prepares maps and other data visualization tools that assist elected and appointed officials in understanding complex information.

Directs planning staff follow-up site visits while developments are under construction and also upon completion to ensure compliance with approved plans; assists with the resolution of any conflicts between approved plans and the actual development project.

Oversees the preparation of division reports and agenda reports to various boards and commissions including such tasks as the review of reports for content and thoroughness, preparation of graphics and illustrations, and assembly of complete documentation.

Assists with the review of Planning Commission, Board of Zoning Appeals, and other committee minutes prepared by support staff for accuracy prior to distribution to and adoption by the appropriate Board or Commission

Coordinates with other County departments, staff, and agencies in current planning activities; coordinates with County Planner on long-range planning activities.

Provides technical advice and makes recommendations to the County Planner regarding amendments to the Zoning Resolution, subdivision regulations, design guidelines, and the land use plan; assists/and or prepares special reports on various land use control ordinance amendments.

Prepares staff reports and makes oral and written presentations concerning planning and related matters before the Planning Commission, Board of Zoning Appeals, County Commission and other committees as needed.

Meets with interested citizens and groups, developers, design professionals, consultants, County, State, and Federal agencies to present information related to planning studies, regulatory provisions, and pending applications under review by a particular Board or Commission.

Prepares or completes various forms, reports, correspondence, log books, checklists, project status reports, project release forms, statistical data, studies, project schedules, contract documents, sketches, drawings, spreadsheets, or other documents.

Receives various forms, reports, correspondence, project plans, agenda requests, agendas, planning reports, project schedules, maps, plats, aerial photographs, codes, ordinances, policies, procedures, standards, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a personal computer, motor vehicle, measuring devices, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, e-mail, Internet, or other computer programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.

Maintains an awareness of proper safety procedures and guidelines and applies these in performing daily activities and tasks.

Communicates with supervisor, County officials, employees, other departments, developers, engineers, architects, surveyors, inspectors, consultants, property owners, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations.

Attends work on a continuous and regular basis.

ADDITIONAL FUNCTIONS

Attends division head meeting and conducts other relevant business in the absence of or in conjunction with the County Planner.

Assists in the preparation and review of the department's annual budget and budgeting process.

Attends local, regional, and occasionally national seminars, workshops, training sessions, meetings, and conventions for educational purposes.

Conducts special projects as assigned.

Performs general/clerical tasks, which may include making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Requires attendance and making presentation outside regular business hours as needed. Such meetings include but are not limited to Planning Commission, Board of Zoning Appeals, County Commission, and other relevant government and business meetings, where appropriate.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Planning, Landscape Architecture, Geographic Information Systems, or closely related field; supplemented by five (5) years previous experience in a planning office at a professional level; or a Master's Degree in an above stated field and three (3) years previous experience in a planning office at a professional level; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

SPECIAL REQUISITES

Must possess and maintain a valid driver's license. Member in good standing with the American Institute of Certified Planners preferred, but not required.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature and noise extremes, machinery, traffic hazards, or bright/dim light.