

Brunswick County, NC - Classification Description			
Classification Title:	Project Planner	Pay Grade:	66
Department:	Planning	FLSA:	Non-Exempt – Compensatory Time Earned
Date:	Proposed 1.1.2018	Position Control Number:	

GENERAL STATEMENT OF JOB

The position of Current Project Planner is an intermediate-level professional planning work. The duties of the Current Project Planner Position are at a moderate-level and require the ability to work independently as well as exercise good judgment. The focus of the position is on current planning related issues such as reviewing site plans, plats, development projects, and permits. Reports directly to Planning Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Receives, accepts for filing, and processes a variety of planning related applications and requests. Conduct staff review for a variety of site plans and development applications to ensure compliance with the Brunswick County Unified Development and other planning related procedures, regulations, and policies;

Provides technical assistance to staff and to the public in the administration of planning programs and ordinances;

Assists in resolving citizen and customer issues;

Performs routine office tasks including data entry, file management, copying documents, and answering telephone. Develops and maintains automated tracking systems, files and records;

Interprets and applies applicable county ordinances and regulations;

Writes and/or assists in writing, a variety of ordinances and regulations relating to planning and development;

Writes and prepares formal and technical reports, staff reports, recommendations, notices, and correspondences;

Conducts extensive research and compiles information on a variety of planning issues from multiple sources;

Assists in the facilitation of department related meetings;

Regularly makes public presentations and present oral reports to community groups, county boards, and committees on planning projects and related activities;

Prepare charts, maps, plans, tables, and other graphic illustrations to assist with planning projects using Microsoft Office, Internet applications, and Geographical Information System (GIS) applications;

Attends public meetings and assists other planning staff as appropriate;
Conducts site inspections and field visits. Makes routine field visits to post signs, take pictures, and ensure compliance with zoning and approvals;

Perform related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in planning, urban studies, geography, natural sciences, architecture, or a closely related field. GIS background preferred and past knowledge and experience in planning is required. Minimum two-years of experience in planning, plans review, zoning administration, and/or GIS is desirable.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, typewriters, blue line map machines, drafting supplies, calculators, cameras, copiers, facsimile machines, etc. Must be able to exert up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are for those for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, correspondence, real property appraisals and assessments, maps, deeds, surveys and permits, etc. Requires the ability to prepare correspondence, reports, permits, forms, maps, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret a variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, legal, and mapping terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry, and statistical inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.