

**ROWAN COUNTY  
HUMAN RESOURCES**

**JOB DESCRIPTION**

**Job Title:** Long Range Planner  
**Department:** Planning  
**Revised:** December 2022

**Class :** Professional  
**FLSA :** Non-exempt

*This job description supersedes any prior description for the Long Range Planner classification.*

**GENERAL DESCRIPTION**

Professional work managing projects and initiatives that offer guidance for future land use, development, and infrastructure needs. Position coordinates updates to the County's land use plans, develop small area plans, process, and initiate text amendments to ensure the County's development-related ordinances and policies coincide with statutory mandates.

**ESSENTIAL JOB FUNCTIONS** (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Initiates and manages planning studies for specific areas, such as High Rock Lake or the I-85 corridor, as warranted where specific development interests, inquiries or pressures are anticipated or occurring. These studies will be used to establish goals, policies, and programs intended to guide the present and future physical, social, and economic development of the study area(s).

Review and propose revisions to ordinances that may conflict with state law as well as routine updates to development-related ordinances. such as erosion control, or others that have cross-over applicability to planning functions for statutory compliance.

Prepares maps, presentations and documents for internal review and public meetings.

Develops and maintains a variety of economic, social, and demographic data in a GIS format that are related to the primary planning tasks.

Assists in the issuance of zoning permits, addresses or answering general development questions regarding the process or standards of the County. Knowledge in how to direct those inquiries as appropriate.

**OTHER JOB FUNCTIONS**

Performs related duties as required.

*Management reserves the right to add or amend duties at any time.*

**KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of the "planning process"; being able to understand and explain development patterns and trends both orally and in writing. Ability to create maps, diagrams, charts and visuals to support recommendations or policies.

Thorough understanding of land use principles (subdivision and zoning) and how transportation, environmental, historic, and demographic trends impact an area. Demonstrated ability to convey observations and develop **Job**

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recommendations that encourage / discourage these trends in writing.

Proficiency in ability to organize, schedule and lead public / informational meetings.

Ability to operate a personal computer and proficiency in ESRI and Microsoft Office software for preparing reports, spreadsheets, maps, presentations, etc.

Ability to establish and maintain effective working relationships with the development community; general public; local, state and federal agencies; public officials; community leaders; and fellow County employees.

Ability to communicate effectively, orally and in writing.

### **PHYSICAL REQUIREMENTS**

Work in this class may include sitting, walking, bending, stooping and lifting weights of approximately 35 lbs or less unassisted and weights over 65 lbs with assistance. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work includes operation of a motor vehicle. Employee may be exposed to hazardous materials.

### **EXPOSURE CONTROL**

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

### **MINIMUM EXPERIENCE AND TRAINING**

Master's Degree in Planning or a related field and one to two years of related work experience; or Bachelor's degree in Planning or related field and have AICP and four to five years of related work experience or an equivalent combination of training and experience. All degrees/coursework must be from an appropriately accredited institution. A valid driver's license is required.

**This job description does not create an employment contract,  
implied or otherwise.**