

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Planner **Class** : Professional
Department: Planning & Development **FLSA** : Non-exempt
Revised : November 2019

This job description supersedes any prior description for the Planner classification.

GENERAL DESCRIPTION

Responsible work in land use planning; zoning, rezoning, subdivision administration, transportation, easement acquisition, and other related areas. Supervision is received from the Assistant Planning Director and work is reviewed by analysis of activities accomplished and periodic conferences.

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.)

Manages development requests related to zoning, subdivisions, watersheds, and transportation aspects; reviews site plans for compliance with current county zoning and state guidelines; processes applications for Special Use permits, permits to exceed the noise ordinance and map amendments; assists the general public and developers with questions related to development requirements in a particular district and rezoning applications.

Administers the Subdivision Ordinance including processing each application through a review process to determine if proposal complies with ordinance standards; meets with surveyors, developers, and property owners prior to the submittal of application to discuss any potential problems; coordinates review of major subdivisions with other county agencies and North Carolina Department of Transportation; visits sites of subdivision locations to perform inspections of improvements or to determine any other requirements that may be necessary.

Answers requests from various agencies to determine whether a parcel lies within a designated flood-prone area; assists in the administration of the Flood Damage Prevention Ordinance.

Revises GIS Maps by updating layer files and produces maps as requested.

Organizes public meetings where land use will be discussed.

Assists the Planning & Development Director and Planning Board in preparing studies and associated reports; researches and prepares materials to be used in the decision-making process by the Board of Commissioners and Planning Board.

Provides primary administrative support to the Historic Landmarks Commission; prepares agendas, requested maps and documents, and attends monthly meetings.

Maintains a variety of records, prepares a variety of reports.

OTHER JOB FUNCTIONS

Updates the Planning and Development Department's website as needed.

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Assists Planning Technician with assigning new address ranges and street names for new and unnamed roads in the County.

Performs related duties as required.

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

KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of codes related to areas of responsibility.

General knowledge of the principles and practices applied in the functioning of all phases of local government.

Skill in the use of Geographical Information Systems.

Skill in the use of drafting instruments.

Ability to speak publicly and possess presentation skills.

Ability to establish and maintain effective working relationships with various members of the public and county officials.

Ability to effectively communicate, orally and in writing.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs. or less. Work may include extended periods of time viewing a computer video monitor or operating a keyboard. Work may include operation of a motor vehicle. Employee is not substantially exposed to adverse conditions or hazardous materials.

EXPOSURE CONTROL

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

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university in Planning or a related field and one year of experience in planning; or an equivalent combination of education and experience. Designation as a Certified Floodplain Manager (CFM), certification from the North Carolina Association of Zoning Officials as a Certified Zoning Official (CZO), and certification from the Federal Aviation Administration (FAA) as a Remote Pilot preferred. A valid driver's license is required.

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