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| Description: \\pc281\Documents\Administration\tfrink\My Pictures\2012-Corrected-County-Seal-Color.png | |
| **JOB DESCRIPTION:**  **PLANNER II (1279)** | |
| **Department:**   Planning | **Job Status:** Hourly |
| **FLSA Status:**   Non-exempt | **Reports To:** Planning Director |
| **Grade/Level:**   72 | **Amount of Travel Required:** <10% |
| **Job Type:** Regular – Full-time 40 hours | **Direct Reports:** No |
| **Location:** County Annex Building, Graham, NC |  |
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**JOB PURPOSE:**  The Planner II, under general supervision, performs professional planning, administrative and research work in the County Planning Department pertaining to comprehensive and small area planning, subdivision development, transportation planning and storm water regulations.

**MAJOR ACCOUNTABLITIES/ESSENTIAL DUTIES:**

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| **Reasonable Accommodations Statement** |
| To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. |

**RESPONSIBILITIES:**

Responsibilities may include, but are not limited to the following:

* Confers with and advises architects, builders, attorneys, contractors, engineers and the public regarding County development regulations, subdivision regulations, site development and other planning issues. Confers with and advises consultants, community member stakeholders, County staff, and other relevant stakeholders on neighborhood plans, comprehensive plans, historic presentation, transportation plans and other planning issues.
* Inspects properties and structures for compliance with current County codes and regulations; identify corrective actions to be taken by owner.
* Reviews development proposals and applications for compliance with adopted plans, proposed plans, appropriate land-use policies and regulations in collaboration with other County and State review agencies; prepare reports on recommendations.
* Participates in community development planning.
* Prepares and presents staff reports for the Planning Board and County Commissioners; communicate at public hearings and write in a clear, concise and accurate manner. Attend evening and weekend meetings as assigned.
* Prepares and manage grants for planning projects, plan implementation projects, historic presentation projects and similar special projects.
* Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints.
* Participates on various committees, interdepartmental coordination efforts and advisory boards as directed; undertake research; prepare reports and maps.
* Ability to interpret and apply Federal, State and local policies, laws and regulations and read and interpret laws underlying general plans and land divisions.
* Carries out a continuous effort to improve operations, work processes, and works cooperatively and jointly to provide continuous improvement and customer-driven service.
* Will be expected to perform other assignments and projects as needed and trained to support the Planning Department.

**QUALIFICATIONS:**

**COMPETENCY STATEMENTS:**

• Accountability - Ability to accept responsibility and account for his/her actions.

• Accuracy - Ability to perform work accurately and thoroughly.

• Action Oriented – Taking on new opportunities and tough challenges with a sense of urgency, high energy and

enthusiasm.

• Analytical – Ability to analyze statistical data, keep accurate records and complete reports.

• Autonomy – Ability to work independently with minimal supervision.

• Communication, Oral - Ability to communicate effectively with others using the spoken word.

• Communication, Written - Ability to communicate in writing clearly and concisely.

• Customer-Oriented - Ability to take care of the customers’ needs while following company procedures.

• Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.

• Honesty / Integrity - Ability to be truthful, maintain high level of confidentiality and be seen as credible in the workplace.

• Judgement – Ability to use good judgement and discretion as it relates to interpreting policies and procedures.

• Multitasker – Ability to multi-task in a fast-paced environment.

• Nimble Learning – Actively learning through experimentation when tracking new problems, using both successes and

failures as learning opportunities.

• Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.

• Relationship Building - Ability to effectively build relationships with customers and co-workers.

• Safety-Minded – Creating a safe work environment; managing risks; reducing exposure liabilities.

• Time Management - Ability to utilize the available time to organize and complete work within given deadlines

**SKILLS & ABILITIES:**

**Education & Experience:** Requires a Bachelor’s Degree from an accredited university in Planning, Architecture, Geography, Landscape Architecture, Public Administration or a closely related field. Two to five years of professional experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position. Prior experience and knowledge of planning and development principles and practices and current, comprehensive and transportation planning principles and procedures.

**Computer Skills:** Prior intermediate level experience with computers, calculators, Microsoft Office products (Word, Excel, Outlook, PowerPoint). Prior GIS related experience.

**License/Credentials:** Possession of a valid NC driver’s license and the ability to maintain a safe driving history as defined by Alamance County policy.

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| **PHYSICAL DEMANDS:** | |
| **N (Not Applicable)** | Activity is not applicable to this position. | |
| **O (Occasionally)** | Position requires this activity up to 33% of the time (0 - 2.5+ hrs./day) | |
| **F (Frequently)** | Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs./day) | |
| **C (Constantly)** | Position requires this activity more than 66% of the time (5.5+ hrs./day) | |

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| **Physical Demands** | **Lift/Carry** |
| |  |  | | --- | --- | | Stand | F | | Walk | O | | Sit | F | | Manually Manipulate | F | | Reach Outward | O | | Reach Above Shoulder | O | | Climb | O | | Crawl | N | | Squat or Kneel | O | | Bend | O |   Talk/Hear C | |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | **10 lbs. or less** | **C** | | **11-20 lbs.** | **F** | | **21-50 lbs.** | **O** | | **51-100 lbs.** | **O** | | **Over 100 lbs.** | **N** | | | **Push/Pull** | | |  |  | | --- | --- | | **10 lbs. or less** | **C** | | **11-25 lbs.** | **F** | | **26-40 lbs.** | **O** | | **41-100 lbs.** | **O** | | |

See C

Taste/Smell N

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| **Other Physical Requirements** |
| |  |  | | --- | --- | | • | Vision (Near, Distance, Peripheral) | |

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| **WORK ENVIRONMENT** |
| Office environment with some outdoor assignments. |
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| The County has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the County reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate. |
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