**PLANNER JOB DESCRIPTION**

**General Statement of Duties**

Performs professional planning duties for the Commission.

**Distinguishing Features of the Class**

 An employee in this class works in the Planning, Economic Development, and Community Services Department. Under the supervision of the Department Director, this employee performs professional planning work for the organization. Work primarily includes conducting planning, water quality, land use, open space, and zoning assistance to the commission members. Work requires thorough knowledge of the planning field and is characterized by independent judgment and initiative in the performance of duties. Work is performed primarily in an inside environment. The employee may serve as a lead worker or project manager. Work is performed under the regular supervision of the Director of Planning, Economic Development and Community Services and is evaluated through conferences, observation, reports, progress on projects, and feedback from the clients.

**Duties and Responsibilities**

Essential Duties and Tasks

* Conducts and participates in planning, land use, water quality, and zoning studies; gathers data on residential and commercial annexation requests according to statutory and local ordinance requirements; documents services and benefits; drafts feasibility reports.
* Researches statutes and local ordinances regarding zoning; studies site plan drawings; provides technical assistance to member agency staffs.
* Serves as a technical advisor and makes presentations to the various planning and zoning boards for completed projects; makes presentations to elected officials.
* Develops recommendations on code and zoning ordinances as assigned; conducts research on ordinances; reviews and drafts ordinances that are consistent with local philosophy and practices.
* Conducts public meetings; facilitates input; provides technical guidance.
* Assist planners, economic developers, administrators, and elected officials for member communities.
* Conducts analysis and studies on special issues and makes recommendations; gathers data; performs research; drafts reports.
* Provides staff support to a wide variety regional groups and bodies.
* Research and preparation of various technical memoranda regarding various water quality strategies; develops GIS models to analyze efficacy of various strategies.
* Provides facilitation and mediation services to various groups.
* Perform various duties as assigned by Director to achieve the goals and objectives of the commission.

Additional Job Duties

* Develops visual aids for use in presentations to the various groups.
* Performs related duties as required.

**Recruitment and Selection Guidelines**

Knowledge, Skills, and Abilities

* Thorough knowledge of the principles and practices, laws, and regulations relating to zoning, water quality, and land use planning.
* Considerable knowledge of the application of personal computers to document preparation, GIS research, spreadsheet analysis, presentation software, and other related applications.
* Demonstrated ability to analyze and systematically compile technical and statistical information, and to prepare technical reports.
* Demonstrated ability to evaluate the feasibility of planning alternatives in relation to trends, costs and social pressures and needs.
* Ability to communicate effectively in oral and written forms, to interpret planning, zoning, and local ordinances to officials and the general public, and to make public presentations.
* Ability to establish and maintain effective working relationships with public officials, clients, coworkers, and the general public.

Physical Requirements

* Must be able to physically perform the basic life operational functions of fingering, teaching, lifting, grasping, talking, hearing, and repetitive motions.
* Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time.
* Must possess the visual acuity to prepare and analyze data and figures, perform extensive reading, and operate a computer.

Desirable Education and Experience

Graduation from a four year college or university with a major in planning or related field and considerable experience in municipal, county or regional planning; or an equivalent combination of education and experience.

Special Requirement

Possession of a valid North Carolina driver’s license.

Interested candidates should submit a completed Mid-East Commission Application and Resume to:

Mid-East Commission

ATTN: Planning, Economic Development, and Community Services

1502 N. Market Street Suite A

Washington, NC 27889

A Mid-East Commission application can be found at the following link:

<http://www.mideastcom.org/employment-opportunities/>

**Deadline: Position is open until filled**

**SALARY RANGE: $ 36,555- $46,788 (Commensurate with qualifications)**