

JOB TITLE: Planner

PL/2

DEPARTMENT: Planning, North Central Alabama Regional Council of Governments

JOB SUMMARY: This position is responsible for researching and preparing planning elements for the development of region-wide and local development plans. An incumbent in this position may be designated "Senior Planner."

MAJOR DUTIES:

- o Provides planning and economic development technical assistance for local governments.
- o Performs and develops community and regional planning projects, including comprehensive plans, downtown plans, zoning ordinances, subdivision regulations, annexation studies, hazard mitigation plans, and other plans and studies as requested by local governments.
- o Performs GIS mapping duties.
- o Performs state planning activities in partnership with other regional councils and various state agencies.
- o Performs grant preparation and management activities to fund Planning Department functions and the implementation of identified projects.
- o Attends professional training workshops and conferences.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of principles and practices of land use planning encompassing state, regional, county, urban, and transportation aspects.
- o Knowledge of principles, practices, and applications of economic theory and concepts relating to land use planning.
- o Knowledge of recent developments, current literature, and sources of information in the field of planning and economic development.
- o Knowledge of Geographic Information Systems.
- o Knowledge of computers and job-related software programs.

Planner, Planning
Page 2

- o Skill in analyzing a wide variety of complex data and exercising independent judgment in arriving at conclusion.
- o Skill in oral and written communication.
- o Skill in public speaking and report preparation.
- o Skill in maintaining effective working relationships with a wide range of individuals and groups.
- o Skill in presenting ideas and technical material clearly and concisely.

SUPERVISORY CONTROLS: The Planning Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include North Central Alabama Regional Council of Governments policies and procedures, the Code of Alabama, state and federal grant guidelines, and the AICP Code of Ethics. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied planning duties. The need to manage multiple projects simultaneously contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to assist in the planning operations of NARCOG. Successful performance assures the effective provision of services for citizens within the region.

PERSONAL CONTACTS: Contacts are typically with local and state elected and appointed officials, architects, engineers, other professional planners, co-workers, members of the news media, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, provide services, resolve problems, and negotiate and settle matters.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending or crouching. The employee occasionally lifts light and heavy objects and distinguishes between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office or outdoors, occasionally in cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.