

WARREN COUNTY REGIONAL PLANNING COMMISSION

Warren County Regional Planning Commission

POSITION AVAILABLE

Position Title: **PLANNER I**
Department: **REGIONAL PLANNING COMMISSION**
Reports To: **SENIOR PLANNER**
Pay Range: **#13 \$20.77 to \$31.67**
Probation: **365 DAYS**
Work Hours: **8:00 AM TO 5:00 PM WITH EVENING MEETINGS**
FSLA Status: **NON-EXEMPT**
Civil Service Status: **CLASSIFIED**
Lunch: **UNPAID**

APPLICANT'S SHOULD APPLY BY RESUME TO:

ATTENTION: Kim Mehl, Office Manager

Kimberly.mehl@co.warren.oh.us

This position is subject to a post-offer drug screen and background check.

Warren County is an equal opportunity employer

PLEASE SEE JOB DESCRIPTION AS ATTACHED.

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JOB DESCRIPTION

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PLANNER I

NATURE OF WORK:

Under general supervision from the Senior Planner and limited supervision from the Executive Director, assists in developing, implementing and evaluating county development plans and programs; reviews subdivision and zoning amendment proposals; performs special investigations, studies or research projects; performs other duties as required.

ESSENTIAL FUNCTIONS:

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. The Planner I(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

1. Assists in the development, implementation and evaluation of plans, policies, procedures and programs pertaining to County development (e.g., researches, assimilates and analyzes data; formulates alternative solutions of policies, prepared graphic reports, etc.).
2. Prepares zoning, land use and special study maps.
3. Provides technical assistance and information regarding land use, public utilities, government regulations, economics, population mechanics, conservation, etc.
4. Represents Regional Planning Commission in contact with government officials, developers, general public, etc.
5. Assists in the maintenance of the Warren County Subdivision Regulations.
6. Reviews and recommends amendments to subdivision, zoning and other County township regulations.
7. Reviews and processes minor subdivision (lot split) applications.

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8. Reviews preliminary and final subdivision plats.
9. Reviews requests for zoning text and map amendments.
10. Sends out preliminary and final plat transmittals.
11. Prepares letters to applicants regarding actions taken.
12. Other duties as assigned.

REQUIREMENTS:

Knowledge of: agency policies and procedures; agency goals and objectives; government structure; urban planning methods; basic construction techniques; State, Federal and local laws; public relations; Warren County Subdivision Regulations and related legislation; landscape practice/architectural site plan review.

Ability to: communicate and present materials effectively; interpret a variety of technical material; develop and maintain effective working relationships with associates, government officials, general public, etc.; research and compile detailed information from various sources; classify and analyze planning data to formulate viable conclusions; develop technical reports and position papers; establish work priorities and coordinate work efforts toward common objectives; prepare and maintain accurate documentation; respond to technical inquiries from government officials and general public.

Skills in: reading plans and technical drawings; word processing, spreadsheet and geographic information systems (GIS) technology.

EDUCATION: Graduation with a Bachelor's degree in Planning or related field or combination of training/education and/or experience which evidences a working knowledge of community/urban planning.