



POSITION DESCRIPTION

Title: Natural Resource Planner
Department: Planning and Zoning
Job Analysis: September 2020, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Planning Director
Subordinate staff: None
Internal contacts: Planning Staff and other County employees
External contacts: General Public, Alabama Department of Environmental Management, Corps of Engineers, U.S. Fish & Wildlife, local environmental organizations
Status: Classified/Exempt (~~S315~~ **S316**)

Job Summary

Develop and manage various policies, plans and studies in areas of watershed planning, wetlands conservation, stormwater management, air quality, water quality, erosion control and other environmental and community development programs. Manage natural resource staff.

Job Domains

1. Conduct research and analysis on various environmental issues. Develop and implement long range environmental plans and studies for Baldwin County related to watershed planning, wetlands conservation, stormwater management, air quality, water quality and erosion control. Monitor plan progress. Maintain plans in up-to-date manner.
2. Assist in environmentally related grant projects including project scope development and selection, and similar tasks as appropriate.
3. Represent the County on various committees and organizations related to the environment such as the Mobile Bay NEP. Act as liaison to various state and federal environmental agencies including ADEM, COE, USF&W etc. Respond to inquiries from the public about environmental issues and regulations.
4. Attend and present reports at Planning Commission meetings, public hearings, public meetings, and County Commission meetings as necessary.

5. Prepare responses to COE wetland dredge and fill permit applications and ADEM air quality proposals.
6. Work on special projects related to the Baldwin County Master Plan, areas land use plans and similar studies/plans including but not limited to environment & conservation, parks & recreation, and growth & development.
7. Assist Planning Director on other projects as needed.

Knowledge, Skills, and Abilities

1. Ability to communicate effectively.
2. Knowledge of computers and software related to job (word processing, spreadsheets, GIS). Ability to prepare plans, studies, reports and correspondence.
3. Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions.
4. Ability to comprehend and articulate complex facts and relationships in detail, to summarize and write clearly, concisely and legibly.

Other Characteristics

1. Willing to work evenings and weekends when necessary.

Minimum Qualifications

1. Graduate of an accredited college or university with a bachelor's degree in planning, environmental science, geography, or related field.
2. Prefer Master's degree, AICP certification and experience in area of environmental planning.
3. Have a valid driver's license and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Planning Technician I
Department: Planning and Zoning
Job Analysis: Feb 2011, July 2012, Feb 2015, Aug 2021, **Sept 2022**

Note: Statements included in this description are intended to reflect, in general, the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: **Senior Code Enforcement Officer, Senior Planner, Development Review Planner, Deputy Planning Director, Planning Director, County Administrator**

Subordinate staff: None

Internal contacts: Code Enforcement **Team Members, Natural Resource Planner, Office Manager,** Building Official, Building Inspectors, Highway Department Section Heads and Staff.

External contacts: General Public

Status: Classified/ Non-Exempt (~~309~~ **310**)

Job Summary

The Planning Technician position primarily involves the review of plans for compliance with County regulations as well as disseminating information and assisting the public in planning and zoning related matters. May support Code Enforcement **and Natural Resource Planning** as required. Other related duties may be assigned by the Director.

Job Domains

1. Provide **exceptional customer service when assisting the public** regarding Planning and Zoning related **matters-information**.
2. Gather and present data in written and graphic format for use by the Planning and Zoning Department staff.
3. Read and interpret buildings plans, site plans and other relates maps or plans for compliance with County regulations.
4. Process applications for County regulation compliance.
5. Accept applications for Planning Commission and Boards of Adjustment.
6. Schedule and attend Board of Adjustment and Planning Commission meetings.

7. Review development proposals for compliance with historic district design standards.
8. Schedule and attend meeting of the Architectural Review Board (ARB).
9. Prepare maps as needed.
10. Perform research for various planning projects.
11. May support Code Enforcement **and Natural Resource Planning** as required.
12. Other duties assigned by the Director and County Administrator.

Knowledge, Skills, and Abilities

1. Ability to read and analyze building plans and site plans.
2. Ability to understand and apply County regulations in the review of plans.
3. ~~Proficiency in GIS software.~~ **Strong interpersonal and communication skills.**
4. **High proficiency in the use computer software including current versions of Microsoft Office Suite and similar software packages.**

Other Characteristics

1. Willing to **work** non-standard hours as necessary.

Minimum Qualifications

1. High School diploma or equivalent.
2. Possess a valid driver's license.

POSITION DESCRIPTION

Title: Planning Technician II

Department: Planning and Zoning

Job Analysis: September 2022

Note: Statements included in this description are intended to reflect, in general, the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Senior Code Enforcement Officer, Senior Planner, Development Review Planner, Deputy Planning Director, Planning Director, County Administrator

Subordinate staff: None

Internal contacts: Code Enforcement Team Members, Natural Resource Planner, Building Official, Building Inspectors, Highway Department Section Heads and Staff.

External contacts: General Public

Status: Classified/ Non-Exempt (311)

Job Summary

The Planning Technician position primarily involves the review of plans for compliance with County regulations as well as disseminating information and assisting the public in planning and zoning related matters, with the added roles of providing management support of meetings. May support Code Enforcement and Natural Resource Planning as required. Other related duties may be assigned by the Director.

Job Domains

1. Provide exceptional customer service when assisting the public regarding Planning and Zoning related matters.
2. Gather and present data in written and graphic format for use by the Planning and Zoning Department staff.
3. Read and interpret buildings plans, site plans and other relates maps or plans for compliance with County regulations.
4. Process applications for County regulation compliance.
5. Accept applications for Planning Commission and Boards of Adjustment.

6. Manage assigned Public Meetings and the associated appointed Boards (with support of P&Z Management Team) to ensure compliance with notice deadlines, equitable assignment of case load to peers, Open Meetings Act requirements, Roberts Rules of Order, board member terms, board member training, etc.
7. Submit Agenda Items to the County Commission as necessary to fulfill position duties.
8. Schedule and attend Board of Adjustment and Planning Commission meetings.
9. Review development proposals for compliance with historic district design standards.
10. Schedule and attend meeting of the Architectural Review Board (ARB).
11. Prepare maps as needed.
12. Perform research for various planning projects.
13. May support Code Enforcement and Natural Resource Planning as required.
14. Other duties assigned by the Director and County Administrator.

Knowledge, Skills, and Abilities

1. Ability to read and analyze building plans and site plans.
2. Ability to understand and apply County regulations in the review of plans.
3. Strong interpersonal and communication skills.
4. Strong technical writing skills.
5. High proficiency in the use computer software including current versions of Microsoft Office Suite and similar software packages.

Other Characteristics

1. Willing to work non-standard hours as necessary.

Minimum Qualifications

1. Associates degree preferred but not required.
2. Strong attitude and technical aptitude given preference over educational background.
3. Possess a valid driver's license.

POSITION DESCRIPTION

Title: Planning Technician III
Department: Planning and Zoning
Job Analysis: September 2022

Note: Statements included in this description are intended to reflect, in general, the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Senior Code Enforcement Officer, Senior Planner, Development Review Planner, Deputy Planning Director, Planning Director, County Administrator
Subordinate staff: P&Z Administrative Assistants
Internal contacts: Code Enforcement Team Members, Natural Resource Planner, Building Official, Building Inspectors, Highway Department Section Heads and Staff.
External contacts: General Public
Status: Classified/ Non-Exempt (312)

Job Summary

The Planning Technician III position primarily involves the review of plans for compliance with County regulations as well as disseminating information and assisting the public in planning and zoning related matters, with the added roles of providing management support of meetings with specific emphasis on the Planning Commission meeting and management oversight of the P&Z administrative assistants. May support Code Enforcement and Natural Resource Planning as required. Other related duties may be assigned by the Director.

Job Domains

1. Provide exceptional customer service when assisting the public regarding Planning and Zoning related matters.
2. Gather and present data in written and graphic format for use by the Planning and Zoning Department staff.
3. Read and interpret buildings plans, site plans and other relates maps or plans for compliance with County regulations.
4. Process applications for County regulation compliance.

5. Accept applications for Planning Commission and Boards of Adjustment.
6. Manage or provide support for assigned Public Meetings and the associated appointed Boards (with support of P&Z Management Team) to ensure compliance with notice deadlines, equitable assignment of case load to peers, Open Meetings Act requirements, Roberts Rules of Order, board member terms, board member training, etc.
7. Manage Planning Commission meeting and Planning Commission Membership (with support of Planning Director and Deputy Planning Director) to ensure compliance with notice deadlines, Open Meetings Act requirements, Roberts Rules of Order, Planning Commission member terms, Planning Commission member training, etc.
8. Manage and/or provide support for miscellaneous Planning and Zoning meetings.
9. Submit Agenda Items to the County Commission as necessary to fulfill position duties.
10. Provide oversight P&Z Administrative Assistants and the application intake process for the Planning and Zoning Department.
11. Schedule and attend Board of Adjustment and Planning Commission meetings.
12. Review development proposals for compliance with historic district design standards.
13. Schedule and attend meeting of the Architectural Review Board (ARB).
14. Prepare maps as needed.
15. Perform research for various planning projects.
16. May support Code Enforcement and Natural Resource Planning as required.
17. Other duties assigned by the Director and County Administrator.

Knowledge, Skills, and Abilities

1. Ability to read and analyze building plans and site plans.
2. Ability to understand and apply County regulations in the review of plans.
3. Strong interpersonal and communication skills.
4. Strong technical writing skills.
5. High proficiency in the use computer software including current versions of Microsoft Office Suite and similar software packages.
6. Basic management skills.

Other Characteristics

1. Willing to work non-standard hours as necessary.

Minimum Qualifications

1. Bachelor's degree preferred but not required.
2. Strong attitude and technical aptitude given preference over educational background.
3. Possess a valid driver's license.