

## **POSITION DESCRIPTION**

Title: Associate Planner

Department: Planning and Zoning

Job Analysis: May 2023

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: Development Review Planner, Planning and Zoning Director, County Engineer

Subordinate staff: Planning Technicians supporting subdivision process.

Internal contacts: Code Enforcement Officer, Building Official, Highway Department Section Heads and Staff

External contacts: General Public, Developers, Builders

Status: Classified/Exempt (S313)

### **Job Summary**

The Planner position works with Planning and Zoning staff in the administration of land use and development regulations with a specific emphasis on the Baldwin County Subdivision Regulations. Primary focus will be on processing subdivision applications for technical compliance with the Subdivision Regulations. However, the individual in this role is expected to diversify their skillset within the Department to assist with zoning issues, land disturbance issues, code enforcement issues, meeting management, etc.

### **Job Domains**

1. Attend various meetings as needed. Maintain relevant databases.
2. Review development proposals for compliance with the Master Plan.
3. Review development proposals for compliance with the Subdivision Regulations, Zoning Ordinance, and other land development regulations.
4. Prepare staff reports for cases to be heard before the Planning Commission, Board of Adjustments, Arch. Review Board, or County Commission.
5. Attend Planning Commission meetings, public hearings, and County Commission meetings, including during non-standard hours.

6. Advise applicants/property owners of Subdivision Regulations, Zoning Ordinances, historic and preservation district requirements, and other land development regulations and respond to public inquiries on same.
7. Work on special projects related to the Master Plan, land use plans, and similar studies/plans including, but not limited to, transportation, parks & recreation, and utilities.
8. Prepare subdivision maps, zoning maps, and custom maps as needed.
9. Assist Planning Director on other projects as needed.

### **Knowledge, Skills, and Abilities**

1. Ability to communicate effectively.
2. Strong knowledge of computers and software.
3. Ability to prepare plans, studies, reports, and correspondence.
4. Knowledge of the planning process, zoning, subdivision, and other land use regulatory and planning mechanisms is helpful.
5. Ability to analyze complex situations, problems, and data, and use sound judgment in drawing conclusions and making decisions.
6. Ability to handle high stress situations and effectively deal with difficult, angry, or threatening citizens.
7. Ability to establish and maintain effective working relationships with citizens, employees, supervisors, and the general public.
8. Ability to comprehend and articulate complex facts and relationships in detail, to summarize and write clearly, concisely, and legibly.
9. Skills in reading and interpreting site plans, zoning maps, engineering/architectural drawings, topographic maps, and aerial photographs.

### **Other Characteristics**

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

### **Minimum Qualifications**

1. Bachelor's degree preferred but not required.
2. Three (3) years of experience in a technical field preferred.
3. Good attitude and technical aptitude give preference over educational background and experience.
4. Have a valid driver's license.

## **POSITION DESCRIPTION**

Title: Associate Planner (Part Time)

Department: Planning and Zoning

Job Analysis: May 2023

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: Development Review Planner, Planning and Zoning Director, County Engineer

Subordinate staff: None

Internal contacts: Code Enforcement Officer, Building Official, Highway Department Section Heads and Staff

External contacts: General Public, Developers, Builders

Status: Classified/Exempt (313)

### **Job Summary**

The Planner position works with Planning and Zoning staff in the administration of land use and development regulations with a specific emphasis on the Baldwin County Subdivision Regulations. Primary focus will be on processing subdivision applications for technical compliance with the Subdivision Regulations. However, the individual in this role is expected to diversify their skillset within the Department to assist with zoning issues, land disturbance issues, code enforcement issues, meeting management, etc.

### **Job Domains**

1. Attend various meetings as needed. Maintain relevant databases.
2. Review development proposals for compliance with the Master Plan.
3. Review development proposals for compliance with the Subdivision Regulations, Zoning Ordinance, and other land development regulations.
4. Prepare staff reports for cases to be heard before the Planning Commission, Board of Adjustments, Arch. Review Board, or County Commission.
5. Attend Planning Commission meetings, public hearings, and County Commission meetings, including during non-standard hours.

6. Advise applicants/property owners of Subdivision Regulations, Zoning Ordinances, historic and preservation district requirements, and other land development regulations and respond to public inquiries on same.
7. Work on special projects related to the Master Plan, land use plans, and similar studies/plans including, but not limited to, transportation, parks & recreation, and utilities.
8. Prepare subdivision maps, zoning maps, and custom maps as needed.
9. Assist Planning Director on other projects as needed.

### **Knowledge, Skills, and Abilities**

1. Ability to communicate effectively.
2. Strong knowledge of computers and software.
3. Ability to prepare plans, studies, reports, and correspondence.
4. Knowledge of the planning process, zoning, subdivision, and other land use regulatory and planning mechanisms is helpful.
5. Ability to analyze complex situations, problems, and data, and use sound judgment in drawing conclusions and making decisions.
6. Ability to handle high stress situations and effectively deal with difficult, angry, or threatening citizens.
7. Ability to establish and maintain effective working relationships with citizens, employees, supervisors, and the general public.
8. Ability to comprehend and articulate complex facts and relationships in detail, to summarize and write clearly, concisely, and legibly.
9. Skills in reading and interpreting site plans, zoning maps, engineering/architectural drawings, topographic maps, and aerial photographs.

### **Other Characteristics**

1. Willing to work non-standard hours as necessary.
2. Hours will vary depending on department workload. No minimum number of hours per pay period are guaranteed.

### **Minimum Qualifications**

1. Bachelor's degree preferred but not required.
2. Three (3) years of experience in a technical field preferred.
3. Good attitude and technical aptitude give preference over educational background and experience.
4. Have a valid driver's license.