

POSITION DESCRIPTION

Title: Development Review Planner
Department: Planning and Zoning
Job Analysis: February 2011, July 2012, February 2015, March 2020

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, County Administrator
Subordinate staff: Planning Technician, Office Manager
Internal contacts: Code Enforcement Officer, Building Official, Highway Department Section Heads and Staff
External contacts: General Public, Developers, Builders
Status: Classified/Exempt (EC-078)

Job Summary

The Development Review Planner position works with Planning and Zoning staff in the administration of zoning and other land development regulations and assists in the development and implementations of long range plans and studies related to the growth and development of Baldwin County.

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 zoning ordinance, the subdivision regulations and other land development regulations.
4. Assist with the review of subdivision applications including subdivision variance applications and subdivision exemption applications.
5. Prepare staff reports on zoning cases for Planning Commission and County Commission consideration.
6. Prepare staff reports on subdivision applications for Planning Commission consideration as needed.
7. Attend Planning Commission meetings, public hearings and County Commission meetings.

8. Prepare staff reports on variance and special exception cases for Board of Adjustment consideration. Attend Board of Adjustment meetings.
9. Advise applicants/property owners of zoning regulations, historic and preservation district requirements, subdivision regulations and other land development regulations and respond to public inquiries on same.
10. 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.
11. Prepare zoning maps and custom maps as needed.
12. Assist Planning Director and County Administrator 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).
3. Ability to prepare plans, studies, reports and correspondence.
4. Knowledge of the planning process, zoning, subdivision and other land use regulatory and planning mechanism.
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, subdivision plats and aerial photographs.

Other Characteristics

1. Willing to work non-standard hours necessary.

Minimum Qualifications

1. Graduate of an accredited college or university with a Bachelor's degree in planning, geography, civil engineering or closely related field ~~or equivalent experience~~.
2. Geographic Information Systems (GIS) experience desired.
3. Experience in subdivision and development plan reviews required.
4. A minimum of five (5) years of relevant experience in the field of planning and zoning, civil engineering or a closely related field ~~may be substituted for educational requirements~~.
5. Have a valid driver's license.