

Champaign County Job Description

Job Title: Senior Planner
Department: Planning & Zoning
Reports to: Director of Planning & Zoning
FLSA Status: Exempt
Grade Range: K
Prepared Date: August, 2014

SUMMARY Responsible for day to day management and evaluation of zoning cases (including Flood Hazard variances) and subdivision cases and assisting with permitting and enforcement.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following.

At the direction of the Zoning Administrator (the Director), the Senior Planner is responsible for day to day coordination and management of matters related to the Zoning Board of Appeals and attends all ZBA meetings and is responsible for all zoning cases (including Flood Hazard variances) and related staff memoranda, the ZBA calendar, agendas, correspondence, records (including minutes), and by-laws; and reports to ELUC and to the County Board on all Ordinance amendments.

At the direction of the Subdivision Officer (the Director), the Senior Planner is responsible for day to day coordination of subdivision plat approval cases and is responsible for preparation of staff memoranda and general oversight of all required subdivision improvements; and reports to ELUC and to the County Board on subdivisions.

Assists other staff with permit intake and review including Floodplain Development applications.

Responds to zoning and subdivision inquiries.

Assists other staff with the initial determination regarding storm water management requirements and coordinates storm water reviews with the County's consulting engineer.

Evaluates proposed site plans, and proposed subdivisions for compliance with regulations, adopted policies, and best practice standards; and when necessary, proposes an alternative plan or subdivision that more closely complies with the regulations or policies.

Assists with Special Projects and enforcement cases as required.

Serves in place of the Director as needed.

SUPERVISORY RESPONSIBILITIES Directs the work of other staff as delegated in the absence of the Director.

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Master's Degree in Urban Planning, Architecture, Engineering or closely related field plus three years of experience, or equivalent combination of experience and education.

LANGUAGE SKILLS Ability to read, analyze, and interpret plans and grant and contract requests for proposals, professional journals, technical procedures, or governmental regulations. Ability to write reports business correspondence, and procedure manuals. Ability to read property legal descriptions. Ability to effectively present information and respond to questions from groups of managers, employees, and the general public.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as statistical measures (i.e. mean, median, and mode standard deviations), discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with abstract and concrete variables.

DESIGN and PLANNING SKILLS Ability to apply County land use regulations, County Land use policies, and best practice standards in the evaluation of a proposed land use or site plan and ability to formulate alternative plans or alternative developments that more closely comply with the regulations or more closely conform to the policies.

CERTIFICATES, LICENSES, REGISTRATIONS as required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office conditions with frequent interactions with others. The noise level in the work environment is moderate.