

Champaign County Job Description

Job Title: Associate Planner
Department: Planning & Zoning
Reports To: Director of Planning & Zoning
FLSA Status: Exempt
Grade Range: H
Prepared Date: August, 2009

SUMMARY Responsible for the day-to-day management and production of all zoning cases including flood hazard variances and subdivision cases. Serves as secretary to the Zoning Board of Appeals and is primary staff position for subdivision matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Responsible for coordinating the approval process and general oversight of public improvements required for any subdivision.

Assists Zoning Officer with review of Floodplain Development Permit Applications and review of commercial and industrial permits including the initial determination regarding storm water management requirements.

Coordinates storm water reviews with the County's Consulting Engineer.

Attends all Zoning Board of Appeals meetings and is responsible for the ZBA calendars, agendas, correspondence, records and by-laws.

Serves as primary author of staff memoranda and coordinates all outside technical reviews.

Assists other staff with permit intake and review as required including implementing any new regulatory requirements.

Responds to inquiries referred by the Zoning Officer or Zoning Technician.

May assist with other special projects as required.

May perform other related duties as assigned.

SUPERVISORY RESPONSIBILITIES This job has no supervisory responsibilities although may direct the work of other staff as delegated in absence of 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 Bachelor's Degree in Architecture, Engineering, Planning or closely related field plus one to three years of experience in the field.

LANGUAGE SKILLS Ability to read, analyze, and interpret, grant and contract requests for proposals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. 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 several abstract and concrete variables.

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.