

Champaign County Job Description

Job Title: Planner
Department: Planning & Zoning
Reports To: Director of Planning & Zoning
FLSA Status: Exempt
Grade/Range: J
Prepared Date: September, 2018

SUMMARY At the direction of the Zoning Administrator (Director) the Planner is responsible for the day-to-day coordination and management of matters related to the Champaign County Land Resource Management Plan and the Champaign County Solid Waste Plan (including coordinating recycling events) and is responsible for coordinating and facilitating the five-year update to the Hazard Mitigation Plan and major ordinance amendments.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned.

Responsible for the annual updates and minor amendments to the Land Resource Management Plan and is responsible for coordinating comprehensive updates to the Land Resource Management Plan.

Responsible for maintaining the Solid Waste Plan (including coordinating recycling events) and is responsible for coordinating and facilitating the five-year update to the Hazard Mitigation Plan.

Responsible for major ordinance updates and drafting new ordinances requested by ELUC.

Responsible for the annual MS4 Survey.

Responsible for initiating enforcement cases involving violations of the Zoning Ordinance and the Nuisance Ordinance and seeing to it that enforcement cases are resolved.

Reports to ELUC and to the County Board on matters relating to the Land Resource Management Plan and the Solid Waste Plan and major ordinance amendments.

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

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 Bachelor's Degree in Urban Planning, Architecture, Engineering or closely related field plus three to five 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.