

Title: Planner I
Department: Planning Services
Division/Office: Planning Section



Grade 2118; Hourly position; Category: Classified; Job Code: PLR1; Rev.:07/01/2021

General Description

The purpose of this position is to interpret and apply County zoning and land development codes and ordinances, and initiate action necessary to correct deficiencies or violations of the zoning regulation. The Planner I can be assigned to a specific County program.

This position works under general supervision, independently developing work methods and sequences.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Assists with research, updates, and maintenance of the County's Comprehensive Plan and land development regulations.
- Reviews and processes planning applications, including plats, site plans, subdivision plans, permits, conditional use and rezoning requests.
- Writes recommendation reports for presentation to the Regional Planning Commission and Levy Court.
- Conducts project research and attend meetings as needed.
- Communicates regularly and/or meet with the public, surveyors, engineers, State agencies, and other County departments.
- Performs related work as required.

Minimum Education and Experience Requirements

Requires a Bachelor's degree in urban planning, engineering, public administration or closely related field and one (1) year of professional planning experience or possession of any equivalent combination of education, training, and experience.

Additional Requirements:

Good knowledge of the principles and practices of planning; good knowledge of the laws and regulations related to planning; ability to perform technical research work; good judgment; ability to establish and maintain effective working relationship with coworkers, supervisor, officials, and the public; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Americans with Disabilities Act Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word

This Class Description does not constitute an employment agreement between the Kent County Levy Court and an employee and is subject to change by the County as its needs change.

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levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement