

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



Grade 2121; Hourly position; Category: Classified; Job Code: PLR2; Rev.:07/01/2021

General Description

The purpose of this position is to provide long- and short-range planning and research in conjunction with program and project implementation.

This career ladder series position works independently, under limited supervision, reporting major activities through regular meetings.

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.

- Possesses a detailed and nuanced knowledge of the Zoning and other County codes with the ability to independently handle large complex development applications. Reviews site plans and subdivision plans for compliance with all ordinances and regulations and good planning principles.
- Research requests for re-zonings, variances, and conditional use permits.
- Assists the general public in understanding complex planning principles and practices through pre-application meetings.
- Maintains various maps and files used in the planning decisions.
- Prepares staff reports and conduct special projects.
- Attend meetings as the sole Planning representative as needed.
- Communicates regularly and/or meet with the public, surveyors, engineers, State agencies, and other County departments.
- Assists with research, updates, and maintenance of the County's Comprehensive Plan and land development regulations.
- 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 three (3) years of professional planning experience or possession of any equivalent combination of education, training, and experience.

Additional Requirements:

Thorough knowledge of County personnel rules, policies and procedures; ability to explain basic application and personnel policies to employees and applicants; ability to obtain and compile information from a variety of sources; good knowledge of County benefit programs, insurance administration, and pension provisions; knowledge of the methods and techniques for eliciting and disseminating information in a confidential manner; ability to handle complaints and the public tactfully and in a courteous manner; ability to establish and maintain effective working relationship with applicants, employees, coworkers, supervisor, elected officials, and the public; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

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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 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.
- Credentials through the American Institute of Certified Planners preferred.

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