

ADAMS COUNTY
SUMMARY JOB DESCRIPTION

Position: Associate Planner
Department: Building & Planning
Annual Hours:2088

Position Numbers: 308
Salary Schedule: EE-1
Class: Exempt

1.0 MAJOR FUNCTION AND PURPOSE

- 1.1 The Associate Planner manages land use projects, provides recommendations on land use permits to the Planning Director and various stakeholders.
- 1.2 Answers planning inquiries, supports code enforcement, bolsters special projects.
- 1.3 Research best practices, emerging trends, code updates.
- 1.4 Ensures land use permits are compliant with County codes.
- 1.5 Works closely with administrative staff greeting patrons (clients, guests?), answering phones, addressing the needs of the public.

2.0 SUPERVISION RECEIVED

- 2.1 Associate Planner receives direction and supervision from the Building and Planning Director.

3.0 SUPERVISION EXERCISED

- 3.1 Persons in this position exercises functional and technical supervision over professional and technical staff in the absence of the Building and Planning Director.

4.0 SECIFIC DUTIES AND RESPONSIBILITIES

- 4.1 Respond to public inquiries by phone, email and over-the counter with information on planning projects, processes, codes, policies, etc.
- 4.2 Frequent verbal and written communication over complex information with community members, county officials, regulatory agencies, and business professionals.
- 4.3 Assesses a variety of land use applications including site plan reviews, plats, variance requests, applicable county codes and compliance and much more
- 4.4 Evaluates building permit applications for thoroughness, compliance, with applicable setbacks, regulations, etc.
- 4.5 Maintains the County's records and files specific to land use, permits, and capital/special projects in accordance with records retention regulations and public disclosure laws.
- 4.6 Ensures public and legal notices meet all requirements for public meetings.

- 4.7 Prepares and presents reports to the Planning Commission, Hearing Examiner, community groups, and private organizations regarding planning concerns or developments.
- 4.8 Reviews and issues decisions on land use applications, prepares documents for approval and moving projects forward for the Planning Director and/or consultant.
- 4.9 Publish the Planning Commission's agenda and minutes, attend Planning Commission meetings, support the Planning Commission Chairperson in operations and uphold the flow of parliamentary procedures.
- 4.10 Review complex studies related to land use, environmental impacts, transportation, shoreline, economic development, environment, historic preservation, etc.
- 4.11 Assist with the enforcement of local codes and ordinances. Take in code enforcement requests, appropriately record in department's tracking system, communicate with inspector/code enforcement officer to check sites, and mail letters of violation.
- 4.12 Schedule appointments and meetings at the request of directors and applicants.
- 4.13 Assist in processing building permit payments, plan reviews, applications, inspection requests into tracking software.
- 4.14 Perform related department duties and responsibilities as directed.

5.0 REQUIRED KNOWLEDGE AND ABILITIES:

- 5.1 High School graduate or GED
- 5.2 Bachelor's degree in planning or a related field such as geography, economics, political science or environmental studies, or any combination of experience and education which provides the applicant with desired skills, knowledge and ability required to perform the job.
- 5.3 Two (2) years of public or private planning experience. Bachelor's degree may substitute for one year.
- 5.4 Familiar with principles, practices, regulations, and techniques in the field of urban land use planning.
- 5.5 Knowledge of state and federal planning statutes and general familiarity with legal fundamentals of planning.
- 5.6 Knowledge of municipal administration, ordinances, statutes, and other legal processes.
- 5.7 Proficient at exploring industry best practices, analyzing and compiling data.
- 5.8 Acquainted with public participation techniques and best practices.
- 5.9 Must be highly proficient in using Microsoft Suites, including Word, Excel, Outlook, Publisher, PowerPoint.
- 5.10 Efficient with virtual meetings and remote collaboration tools.
- 5.11 Ability to prepare concise and effective reports.
- 5.12 Capable of organizing and participating in public involvement processes and communicating ideas to the public successfully.

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- 5.13 Ability to establish and maintain effective working relations with public officials, County staff, consultants, the Planning Commission, Board of Adjustments, developers, and citizens, etc.
- 5.14 Efficient and effective time management skills

6.0 WORK ENVIRONMENT:

- 6.1 Sit at a desk for extended periods.
- 6.2 Bend, stoop, and reach documents from low file cabinets or top of cabinets; frequent use of wrists and arms when entering data into a computer.
- 6.3 Travel (walk or drive a vehicle) short distances.
- 6.4 Professionally manage disruptive, upset, or disgruntled customers. Find a resolution to their concerns and provide a wide range of resources the client may want to consider.
- 6.5 Persons are responsible for demonstrating the values as stated in the County's Standards of Conduct, working cooperatively and collaboratively with colleagues, and delivering services to customers with a high degree of professionalism
- 6.6 The above statements describe the general nature and level of work performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel classified in this position. This job classification is subject to change as the needs of the job change.