

## Job Description

---

**Job Title:** Planner I                      **Job Code:** 906370                      **Job Family:** Infrastructure  
**Pay Grade:** JC.16.16                      **FLSA:** Exempt                      **EEO:** Professionals  
**Department/Agency:** Countywide                      **Position Number(s):**  
**Recommended Position Title(s):** Planner

**The following Core Competencies apply to everyone and are essential to all County jobs:**

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

**Essential Duties:**

- With indirect supervision, receives and responds to routine and more complex inquiries; under supervision of Senior Planner, assists with reviewing land use applications for compliance with submission requirements; enters application information and maintains databases and records; assists Senior Planner with collecting and analyzing data and formulating recommendations relating to land use variance applications; drafts staff reports for land use applications for finalizing by Senior Planner; assists with preparing agenda and organizing zoning board meetings; assists Senior Planner with less routine and more complex reports, research, and projects involving regulation amendments, plan amendments; assists with preparing special reports and projects.
- Assists Senior Planner with negotiations on issues and conditions on behalf of the County with other stakeholders, including applicants, citizens, and other departments; presents routine and minor staff reports at public hearings before the Planning Commission, Zoning Boards, Board of Zoning Appeals, and Board of County Commissioners; assists Senior Planner in preparing regulation interpretations both orally and in writing; assists as staff liaison to task forces, committees, and advisory boards.
- Assists with board and commission training sessions.
- Serves as a resource to internal and external stakeholders; networks with technical professionals through involvement in professional organizations and attending conferences, seminars and programs.

**Supervisory Responsibilities:**

- Yes  No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

***Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.***

## Job Description

### **Minimum Job Requirements:**

A Bachelor's degree in Planning or other relevant field is required. A valid driver's license and good driving record is also required along with one year of experience in planning, zoning, or other relevant area or a Master's degree in a relevant field of study can substitute for experience.

### **Preferred Job Requirements:**

A Master's degree in Urban Planning, Public Administration, or other relevant field is preferred.

***Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.***

### **Education/Experience Substitutions:**

Yes  No Experience may be substituted for degree.

Yes  No Education may be substituted for experience.

### **Physical, Environmental, and Special Working Conditions:**

All County employees may be called upon to assist other departments/agencies in a declared emergency situation.