

Job Description

Job Title: Planner II

Job Code: 906371

Job Family: Infrastructure

Pay Grade: JC.17.17

FLSA: Exempt

EEO: Professionals

Department/Agency: Countywide

Position Number(s):

Recommended Position Title(s): Senior 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:

- Determines if zoning applications comply with submission requirements; enters information and maintains databases and records; under limited supervision, prepares staff reports for routine and non-routine land use applications; collects and analyzes data and formulates recommendations on special projects; assists Planner III with high profile and more complex reports, research, and projects involving regulation amendments and plan amendments; assists with preparing special reports and projects.
- Negotiates position on issues and conditions on behalf of the County with other stakeholders, including applicants, citizens, and other departments; presents staff reports at public hearings before the Planning Commission, Zoning Boards, Board of Zoning Appeals, and Board of County Commissioners on routine and non-routine projects; assists with the preparation for and presentations of information pertaining to more complex and high profile projects; responds to a variety of planning and zoning inquiries and prepares interpretations both orally and in writing; serves as staff liaison to task forces, committees, and advisory boards.

Assists with board and commission training sessions; serves as a project lead and mentor for other staff conducting planning tasks; specializes in technical areas requiring more advanced knowledge; assists with project management tasks, including contracting consultants and preparing schedules; coordinates with other county agencies, interest groups, and other jurisdictions on various assignments; 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.

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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 four years of experience in planning, zoning, or other relevant area or a Master's degree in a relevant field of study with three years of experience in a relevant field.

Preferred Job Requirements:

A Master's degree in Urban Planning, Public Administration, or other relevant field is preferred. American Institute of Certified Planners (AICP) certification is also 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.