

## Job Description

**Job Title:** Planner III

**Job Code:** 906372

**Job Family:** Infrastructure

**Pay Grade:** JC.18.18

**FLSA:** Exempt

**EEO:** Professionals

**Department/Agency:** Countywide

**Position Number(s):**

**Recommended Position Title(s):** Senior Planner, Principal 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:**

- Under limited supervision, directs, manages, and executes complex, multi-faceted land use applications or planning studies; prepares detailed position papers and staff reports for a wide variety of requests including routine and complex projects; completes high profile and more complex reports, research, and projects; collects and analyzes data and formulates recommendations relating to land use and special projects; conducts and leads special studies resulting in the adoption of amended Plan text, the formulation of new land use policy, and/or amendments to the land use regulations; determines if zoning applications comply with submission requirements; enters information and maintains databases and records; reviews and manages projects for Annexations and Tax Increment Financing (TIF) applications.
- Independently negotiates department position on issues and conditions on behalf of the County with other stakeholders, including applicants, citizens, other jurisdictions, State and/or Federal government; presents staff reports at public hearings before the Planning Commission, Zoning Boards, Board of Zoning Appeals, and Board of County Commissioners on a wide variety of projects including routine, non-routine projects, complex, and high profile projects; responds to a variety of planning and zoning inquiries and prepares interpretations both orally and in writing; represents the department of County and serves as an internal expert on panels, committees, and task forces and may propose planning and zoning policies and amendments to the land use regulations or comprehensive plan in response to a variety of complex policy and land issues; assists with the Comprehensive Plan reviews and updates.
- Works as the lead 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; performs project management tasks, including contracting consultants and preparing schedules; coordinates with other county agencies, interest groups, and other jurisdictions on various assignments; reviews and provides comments and direction on the work of Planner I and Planner II; serves as a resource to internal and external stakeholders; networks with technical professional 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.

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***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.***

### **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 six years of experience in planning, zoning, or other relevant area or a Master's degree in a relevant field of study with five 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. Two years of experience with planning policy development including preparing land use regulations and plan amendments is preferred along with one year of experience leading, directing, or supervising the work of others.

***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.