

PLANNER

DEFINITION OF WORK

Employees in this class perform professional planning work in current and long-range planning projects for the County. Employees in this class perform responsible journey level planning work to provide coordinated guidance and regulation of the growth and development of the County and in contracted municipalities. Work involves detailed analysis of applications for rezoning; preparation of staff reports; preparation of ordinances and text amendments; conducting research on planning and development issues and reporting findings to administrative staff and elected officials; investigating and resolving complex ordinance violations; project planning for area transportation needs; and supporting the work of the Planning Board, Fayetteville Area metropolitan Planning Organization, Board of Adjustment, and other County departments. The employees organize and arrange mechanisms for gathering public comment through public forums and other events including the creation of maps, displays, handouts and other tools necessary for the event, and incorporate information gathered into recommendations for land use, transportation, and program priorities. Work involves providing technical and analytical guidance to Department staff and requires considerable public contact often in sensitive setting. Work also requires developing a favorable relationship between the County and the community. Work is supervised by the Senior Planner and is evaluated through conferences, review of work results obtained, and overall acceptance of the programs by the County's citizens.

EXAMPLES OF WORK

Employees conduct in-depth original research on planning, transportation development and land use issues, including long range planning issues in the County and in contracted municipalities; brief administrative staff and elected officials regarding research through periodic written and oral presentations; organize forums for public input on future land use, development and long range issues; use a variety of computer programs to generate reports and data and to prepare presentations, charts, maps, graphs and other illustrative materials for presentations to elected officials, appointed boards and citizens; make formal presentations to Planning Board, Board of Adjustment, Historic Preservation Board, Fayetteville Area Metropolitan Planning Organization, County Commissioners, and similar boards in contracted municipalities about rezoning petitions, conditional use permits, map amendments, text amendments, subdivisions, and special requests and projects; participate in workshops, meetings and public hearings to explain planning proposals; works with other agencies such as NCDOT; answer citizen questions concerning plans and problems; make presentation of staff recommendations and possible scenarios; lead or serve on study committees related to planning, transportation, and land use matters; assume leadership role in the development of special studies such as Small Area Plans and Transportation planning; write goals and objectives for growth strategies and implement growth policies and related land development regulations; prepare detailed site and area analysis reports and staff reports for rezoning petitions; draft recommendations from professional staff which become part of the report to various boards; meet with developers, property owners, and consultants as needed to discuss development proposals and planning matters; serve as the primary Planner for contracted municipalities, including researching, developing, and explaining recommendations, providing input and recommendation into municipal comprehensive plan, rezoning, and formulation of new ordinances; serve as point of contact within the municipality for planning issues, and making presentations to Town Boards; receive inquiries from the public and provides information concerning codes, ordinances, and regulations pertaining to planning services; draft ordinance text amendments, review and recommendation of citizen requested text amendments; and perform related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from a college or university with a degree in urban or regional planning, geography, public administration, engineering, community development, or a related field, and one year of experience in technical and administrative support work preferably in a local government planning office; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Considerable knowledge of the County's zoning, land use, and other ordinances and codes; considerable knowledge of the principles and practices of community and economic development and public sector planning and/or landscape design; considerable knowledge of governmental laws, programs, and services pertinent to the community and economic development and planning processes; considerable knowledge of GIS systems including application of software, hardware and peripherals to planning needs; considerable knowledge of the environmental and socio-economic implications of the planning process; considerable skill in the collection, analysis, and presentation of technical data and planning recommendations; ability to establish and maintain effective working relationships with community groups, federal, State, regional, County officials, and the general public; ability to enforce codes with firmness and tact; ability to prepare comprehensive reports and studies; ability to express ideas effectively in oral and written forms.

SPECIAL REQUIREMENTS

AICP certification is preferred. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Employees are subject to hazards associated with outdoor and indoor work environments.

PHYSICAL REQUIREMENTS

Must be able to physically perform the basic life operational functions of reaching, standing, walking, grasping, talking, hearing, and repetitive motions; must be able to perform light work exerting up to 20 pounds of force occasionally, and/or 10 pounds of force frequently, and/or a negligible amount of force constantly to lift carry, push, pull, or otherwise move objects; must possess the visual acuity to examine and work with maps, charts, and detailed materials, operate a computer, inspect sites regarding planning issues, and do extensive reading; must be able to physically perform the basic life operational functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing, pulling, bending, climbing, crawling, fingering, and performing repetitive motions.