

SENIOR PLANNER

DEFINITION OF WORK

Employees in this class perform professional planning and supervisory work in development of work in current and long-range planning projects for the County. Employees in this class supervise staff and the associated activities/services of an assigned Planning Program/Area such as Long Range Comprehensive Plan, Transportation Planning, Land Use Codes and Municipalities. Supervisory functions include participating in Departmental and program planning, budget, and establishment of goals and objective; assigning work; providing technical advice on planning issues and presentation nuances; recommending new hires, promotions and disciplinary actions. Employees perform complex professional planning work involving the analysis of multi-source, complex data, application of ordinances, regulations, planning principles and standards, and the presentation of recommendations, findings and program status to various Boards and County Work involving detailed analysis of applications for rezoning; preparation of 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 staff and Planning Board, Fayetteville Area Metropolitan Planning Organization, Board of Adjustment, and other County departments. Work involves providing technical and analytical guidance to professional planners and other department staff and requires considerable public contact often in sensitive setting. Work also requires ensuring the development of as well as developing a favorable relationship between the County and the community. Work is supervised by the Planning Director or Deputy Planning Director 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 supervise the daily activities and services of an assigned Planning Program/Area; develop work plans, objectives and target dates for the assigned program; prioritize work; identify program needs; ensure programs and activities comply with County programs and applicable State and/or federal requirements; participate on Departmental planning, goal setting, and budgeting; supervise program staff; perform a variety of duties associated with supervising staff to include hiring, assigning work, ensuring professional development and training, establishing performance standards, evaluating work, and providing guidance, direction and discipline as necessary; serve as a liaison to various local, State and federal agencies regarding assigned program; provide technical expertise and guidance pertaining to planning aspects of the program and the integration of the planning services/products with other services and initiatives; provide guidance and assistance to landowners, contractors, builders and other interested parties regarding program activities, regulations and actions; serve as a member of various boards and committees; conduct planning studies; obtain and analyze information, documents and projections regarding land use, legislation, regulations, new technology, census information, geographical data, maps, and/or project plans and plats for use in developing planning recommendations; present the findings and recommendations of the Planning Board to the Board of Commissioners; prepare maps, graphs, charts and other graphic illustrations to support studies and program related activities; prepare ordinances, regulations and other public policies/directives which support the activities of the assigned program and submit these to the Planning Director and applicable officials/governing body for consideration; incorporates the use of new technologies into the activities of the assigned program including new software and hardware for automated information systems; 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 four years of experience in governmental planning; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Thorough knowledge of the County's zoning, land use, and other ordinances and codes, especially in their assigned program area; thorough knowledge of the principles and practices of community and economic development and public sector planning and/or landscape design; thorough knowledge of governmental laws, programs, and services pertinent to the community and economic development and planning processes; thorough knowledge of the environmental and socio-economic implications of the planning process; considerable knowledge of GIS systems including application of software, hardware and peripherals to planning needs; considerable skill in the collection, analysis, and presentation of technical data and planning recommendations; considerable skill in conflict resolution, meeting facilitation, and public presentations; ability to supervise and provide constructive feedback, ability to establish and maintain effective working relationships with community groups, federal, State, regional, County officials, and the general public; ability to prepare comprehensive reports and studies; ability to express ideas effectively.

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.