

**Franklin County Board of Commissioners
Classification Specification & Job Description**

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| <u>CLASSIFICATION TITLE:</u> Planner | <u>CLASS NUMBER:</u> 40303 | <u>FLSA:</u> Exempt |
| <u>AGENCY/DIVISION:</u> Department of Economic Development & Planning | <u>JOB TYPE:</u> Full Time, Classified | <u>PROBATION PERIOD:</u> 120 |
| <u>BARGAINING UNIT:</u> AFSCME | <u>PAY GRADE:</u> A15 | <u>POSITION CONTROL #:</u> Varies |
| <u>POSITION LOCATION:</u> 150 South Front Street, FSL Suite 10, Columbus, OH 43215 | <u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM | <u>SUPERVISOR (PCN):</u> Planning Administrator (Varies) |
| <u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> | | |

CLASSIFICATION PURPOSE:

The primary purpose of the Planner classification is to provide land use and zoning, flood plain management, and community development planning services.

JOB DUTIES:

Perform comprehensive land-use planning as well as regional and local community planning for the agency. Prepare and deliver presentations on the unincorporated areas of Franklin County as well as represent EDP on local and regional public community development committees, boards and commissions. Prepare written analysis of development proposals and prepare reports. Utilize independent discretion in making decisions on policy and procedures concerning rezoning, subdivision, and community development plans and programs. Monitor the implementation of programs, services and coordinate with public and private entities at the Local, State and Federal level to determine effectiveness and revise and/or make recommendations accordingly regarding comprehensive plans for the townships, county and regional planning initiatives, and the Columbus and Franklin County Local Food Action Plan.

Implement cooperative funding and development of projects with local housing, environmental, transportation, and food planning participants. Design and implement research studies to include selecting appropriate data collection and analysis methods and techniques. Design and conduct research, prepare written reports and analyses, prepare and deliver presentations related to housing, transportation, community planning, and local food system issues. Lead land use, food- and agricultural-related zoning regulation amendment projects. Coordinate and participate in meetings and represent Franklin County in the community.

Draft, negotiate terms, and monitor community planning service agreements. Review development proposals and zoning applications. Prepare monthly reports of evaluation findings and recommendations on rezoning, subdivisions, comprehensive, and community development plans. Develop information systems for the exchange of information between various government entities, the public, and/or other participants. Meet with developers who are proposing new developments. Conduct stakeholder meetings for land use plans. Coordinate with necessary local, state, and federal agencies. Evaluate administrative development proposals that do not require a public hearing. Conduct public meetings relating to land use plans. Act as a liaison between supervisors and other departmental personnel. Attend meetings and trainings for planning related projects and local food systems planning. Maintain regular and predictable attendance.

The above is intended to describe the general nature and level of work being performed by this position. The statements are not intended to be an exhaustive list of all responsibilities and duties.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; engineering. Skill in equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; use statistical analysis; prepare meaningful, concise and accurate reports; understand manuals and verbal instructions, technical in nature; prepare and deliver speeches before specialized audiences and general public; gather, collate, and classify information about data, people or things; work alone on most tasks; cooperate with coworkers on group projects; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree from an accredited postsecondary institution or program in city and/or regional planning, public health, agriculture, natural resources, project management, or related field with an understanding of regulatory, access, and waste issues in the food system and with three (3) years of geography, planning, economics, architecture, or related experience.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date