

**Department:** Economic and Community Development  
**Reports to:** Economic and Community Development Director

### General Statement of Duties

Performs technical and specialized professional planning duties for communities in the region or for region-wide projects.

### Distinguishing Features of the Class

An employee in this class performs technical and professional planning work preparing and enforcing municipal codes on zoning, minimum housing, and nuisance abatement for the region. The position manages the administration of code issues from discovery to compliance which requires excellent communication skills and knowledge of compliance tools provided in local, state, and federal regulations. The employee works closely with the general public to provide customer service on code issues and must exercise appropriate firmness, tact, and courteousness in carrying out duties. Work may also include services for the community such as serving as a compliance officer, reviewing applications for permits, and checking work of contractors. The employee may also serve as a project manager on specialized project or projects covering a portion or the region or for region-wide services; providing contracted services such as researching planning issues, preparing zoning and development ordinances, or facilitating public hearings or other means of public input; or supporting other staff through technical research and writing. Employees work on one or more areas of expertise including community planning and zoning, water, forest and land quality and restoration process, economic development, alternative and clean energy, solid waste, brownfields, or transportation (roads and alternatives). Work includes tasks such as gathering statistics and field data; analyzing data, ordinances, laws and policies and developing recommendations; preparing or requesting GIS data and maps; providing technical assistance to the local government members; planning and participating in various public participation processes; supporting groups and committees made up of citizen and public officials; evaluating programs and preparing and presenting reports; and complying with grant reporting regulations. Work requires thorough knowledge of the area of expertise to which assigned and of planning concepts, as well as independent judgment and initiative in the performance of duties. Work is performed primarily in an inside environment but also requires field work and travel within, and occasionally outside, the region. Work is performed under general supervision and is evaluated through conferences, observation, reports, progress on projects, and feedback from the clients.

### Duties and Responsibilities

#### Essential Duties and Tasks

- Provide enforcement of the Code of Ordinances and Unified Development Ordinance.
- Develop, maintain, and enforce code compliance processes and procedures.
- Provide technical assistance and information to staff and the general public in the administration/enforcement of codes.
- Serves as a specialist in a technical area of expertise or as a generalist in broad areas of the planning process; works on projects as assigned.
- Leads or participates in projects in technical areas such as community planning and zoning, water, forest and land quality and restoration process, economic development, alternative and clean energy, solid waste, brownfields, or transportation (roads and alternatives); conducts studies for communities through contracts or complying with grant requirements for multi-jurisdiction projects; develops recommendations on code and zoning ordinances as assigned; conducts research on ordinances; reviews and drafts reports; presents recommendations.
- Conducts specialized research; gathers and analyzes relevant data for projects; documents services and benefits; drafts feasibility reports;
- Prepares maps using GIS technology; obtains datasets from various data sources for map creation; maintains and updates multilayer GIS database for communities; works with GIS Analyst in gathering, analyzing and using data to display information.

- Serves as a technical advisor to groups such as local governing and planning boards and citizen working groups; makes presentations to groups; supports community events.
- Reviews applications for permits and advises communities on approval; advises public on design and compliance issues; meets on-site with citizens and developers to review codes and regulations.
- Provides technical assistance to member agency staffs.
- Conducts public meetings; facilitates input; provides technical guidance.
- Serves as administrator for local projects as required including recommending contracts, reviewing programs to insure compliance, making inspections, meeting with contractors on program requirements, submitting pay requests and reviewing and approving contractor change orders for projects.
- Applies for various grants for communities and submits reports to comply with grant requirements; performs project administration tasks such as billing and coordinating monthly invoices.

#### Additional Job Duties

- Performs related duties as required.

### Recruitment and Selection Guidelines

#### Knowledge, Skills, and Abilities

- Considerable knowledge of ordinances, and related state and federal environmental laws and codes.
- Considerable knowledge in reading and interpreting maps, plans and specifications.
- Considerable knowledge of regional issues, plans and programs.
- Considerable knowledge of the application of personal computers to document preparation, GIS research, spreadsheet analysis, presentation software, and other related applications.
- Demonstrated ability to analyze and systematically compile technical and statistical information, and to prepared technical reports.
- Demonstrated ability to evaluate the feasibility of planning alternatives in relation to trends, costs and social pressures and needs.
- Ability to communicate effectively in oral and written forms, to interpret planning, zoning, and local ordinances to officials and the general public, and to make public presentations.
- Ability to establish and maintain effective working relationships with public officials, clients, coworkers, and the general public.
- Ability to provide leadership to other planners, interns, and project team members.

#### Organization Conformance Standards for all positions:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally and courteously with other employees, customers and partners.
- Work effectively as a team contributor on all assignments.
- Understand the necessity to efficiently and effectively interact, communicate and coordinate work efforts with other employees and organizations in an effective manner to accomplish common task.
- Function in highly stressful circumstances.
- Maintain a high level of professionalism and to conduct business in an ethical manner at all times.
- Maintain regular and punctual attendance.

#### Physical Requirements

- Must be able to perform the basic life operational skills of talking, walking, lifting, reaching, standing, fingering, feeling, 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 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, go and inspect sites regarding planning issues, use measuring devices, do figure computations, and do extensive reading.

#### Desirable Education and Experience

- Graduation from a four year college or university with a major in planning or related field and experience in municipal, county or regional planning, zoning, code enforcement or other technical field of expertise as a consultant or professional; or an equivalent combination of education and experience.

#### Special Requirements

- Driver's License is usually required and specialized certifications may also be required of individual positions.