



Job Title	Planner I (F03-011)		
Pay Grade	109	FLSA Status	Non-Exempt

GENERAL SUMMARY

Provides advanced clerical support within department; processes applications for permits and plats

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Conducts development review activities.
- Participates in technical review processes and coordinates with other departments.
- Provides technical review and coordination of plat review and approval, coordinates filing and recording of plats.
- Analyze platting and variance requests and makes development recommendations.
- Maintains strong working knowledge of federal and state laws and regulations governing development and platting.
- Prepares reports for commissions and committees in planning-related matters
- Updates policies and procedures for review by the management team.
- Performs all other related duties involved in the operation of the business as assigned or required.

MINIMUM QUALIFICATIONS

Education and Experience

Bachelor's degree in Public Administration, Urban Affairs, Planning, or a related field. Two (2) years of experience in project development, planning, or management. Experience in community development, construction, infrastructure, or project management is preferred.

KNOWLEDGE, SKILLS, and ABILITIES

- Requires the ability to read and interpret a variety of professional, engineering, technical and administrative documentation, directions, instructions, methods and procedures.
- Knowledge of land and engineering survey systems, methods and techniques including the ability to read legal descriptions.

- Must be able to communicate effectively and provide excellent customer service
- Be able to compile and analyze data.
- Be proficient in word processing, spreadsheet, and presentation software;
- Knowledge of filing format and fees
- Strong organizational and analytical skills
- Knowledge of federal and state mandated rules and regulations
- Must be able to work independently, manage multiple projects and meet deadlines.
- Handle common inquiries or complaints
- Follow oral and written instructions and procedures
- Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position typically requires fingering, talking, hearing, seeing, grasping, standing, walking, repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work: Performing the essential functions typically requires exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently. The work involves sitting most of the time.

Johnson County is an Equal Opportunity Employer.

Date created:	08/07/2023
Dates revised	