

JOB OVERVIEW

CLASSIFICATION TITLE: Long Range Planner

DEPARTMENT: Planning and Development Services (Planning)

SUMMARY:

The purpose of this position is to develop and maintain the County's long-range planning process, including the systematic preparation, re-evaluation, and updating of those elements considered critical, necessary, and desirable to guide the development and redevelopment of York County; to assist the Planning Commission in its responsibility for compliance with the South Carolina Local Government Planning Enabling Act of 1994, including the development, amendment, and implementation of the Comprehensive Plan for York County; and to perform related professional, administrative, and supervisory work as required. The position works within broad policy and organizational guidelines and does independent planning and implementation, reporting progress of major activities through periodic conferences and meetings. The position does not supervise other staff.

JOB DUTIES

ESSENTIAL TASKS:

The tasks listed below represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Assists in the implementation of the Comprehensive Plan goals and objectives, including zoning code research and revision, economic development planning, pedestrian and bicycle planning, adequate public facilities ordinance preparation, affordable housing initiatives, and any other initiatives identified in the Comprehensive Plan.

Prepares staff reports concerning official map revisions, zoning ordinance amendments, subdivision and land development ordinances and amendments, and general policies and procedures to facilitate the implementation of planning elements.

Serves as primary staff person responsible for assisting the Planning Commission in developing and maintaining a planning process for the systematic preparation and continual reevaluation and updating of those elements, surveys, and studies that make up the County Comprehensive Plan.

Creates, publishes, and distributes GIS maps, plans, reports, and recommendations associated with the plans and programs of County development to public officials, agencies, utility companies, civic/educational/professional organizations, and the general public.

Prepares updates to the Comprehensive Plan, including mandatory elements pertaining to population, economic development, natural resources, cultural resources, community facilities, housing, transportation, open space, and land use.

Receives and responds to inquiries, concerns, complaints, and requests for assistance regarding areas of responsibilities.

Conducts comprehensive surveys and studies of existing conditions and probable future development, including recommended means of implementation.

Provides managerial and technical support to consultant teams hired to draft Comprehensive Plan updates, to prepare studies or ordinances revisions, or any other programs or initiatives to implement the Comprehensive Plan goals and strategies.

Writes grants for program and project funding.

Supervises interns hired to provide administrative assistance, data collection, and technical support.

OTHER DUTIES:

Coordinates assigned activities and functions with those of other County divisions, departments, municipalities, and outside agencies as appropriate. Participates in public relations efforts, making presentations to various, civic, professional, and community organizations and to receive public input. Operates a vehicle, computer, GIS system, and basic office equipment. Attends training, conferences, and seminars to enhance job knowledge and skills and maintain AICP accreditation.

QUALIFICATIONS

EDUCATION AND EXPERIENCE REQUIREMENTS:

Completion of Master's degree. Requires three years of experience or Bachelor's degree with six years of experience.

CERTIFICATIONS AND LICENSES:

Must possess American Institute of Certified Planners (AICP).

KNOWLEDGE, SKILLS, AND ABILITIES

Requires thorough knowledge of principles and practices of planning, zoning, land use theory, and demographics as well as the current literature and recent developments in the field of planning and zoning. Requires considerable knowledge and ability of GIS. Requires the ability to analyze and synthesize technical and statistical information and to prepare technical reports. Requires the understanding of the functions of other County departments especially how it relates to the development of land and its implications with the Comprehensive Plan. Requires the ability to interpret various rules and regulations and to clearly explain their application. Requires the ability to effectively communicate with the development community, public citizens, elected officials, other government agencies and other employees in both written and verbal formats. Requires the ability to negotiate, exchange ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions. Requires the ability to maintain a calm, professional manner when confronted with contentious issues. Requires the ability to establish and maintain effective working relationships with associates and the general public.

COMPLEXITY/SCOPE OF WORK

PROFESSIONAL: Work requires advanced learning acquired by a prolonged course of specialized intellectual instruction; or work involves advising clients or assisting customers or clients with running their business.

Perform professional or managerial work including advanced data analysis and synthesis. Example: May develop policies, procedures, or methodologies based on new facts or knowledge; interpret or apply established policies.

Follow complex rules or systems, using professional literature and technical reports; or enforce laws, rules, regulations, or ordinances.

Communicate information among co-workers, customers, vendors, and management; or speak before professional groups; may write complex articles and reports or develop presentations for specialized audiences; may read scientific or technical journals or reports.

Perform advanced professional work involving the application of principles of logical thinking to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact. Work in a highly dynamic environment, responsible to establish goals, objectives and policies.

FINANCIAL AUTHORITY

None/Not Applicable.

TOOLS AND EQUIPMENT USAGE

Use office machines such as copiers or calculators. Use computers for data entry, word processing, spreadsheets, PowerPoint presentations, or custom applications. Operate plotters and printers.

PHYSICAL DEMANDS / WORK ENVIRONMENT

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires work involving: standing, talking, and hearing less than a 1/3 of the time; sitting 2/3 of the time; lifting up to 10 lbs. 2/3 of the time; up to 20 lbs. less than 1/3 of the time.

VISION REQUIREMENTS:

Color vision (ability to identify and distinguish colors).

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

The job may risk exposure to indoor environment and outdoor environment.

SIGNATURES

I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.

RVISOR

DATE SUPE

I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.

HUMAN RESOURCES

DATE

I have read this description and understand the major responsibilities, requirements, and duties of this position.

OYEE

DATE EMPL

York County is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. The County seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.