

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

PLANNER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform administrative, technical, and supervisory work associated with coordination of county planning activities. Duties and responsibilities include evaluating rezoning and zoning appeal applications, conducting technical review of subdivisions and site plans, preparing special studies and plans, assigning and maintaining property address information, assisting with long-range planning and research activities, analyzing and evaluating transportation projects, coordinating information sharing with other agencies, attending public meetings for appointed Boards and Commissions, and handling related business. Reports to Planning Director.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Receives and evaluates rezoning applications and Board of Zoning Appeals applications including variances, conditional use permits, and home occupation permits; writes staff reports; coordinates distribution of documentation to adjoining property owners, County Commissioners, Board of Zoning Appeal members, and Planning Commission members; coordinates Board of Zoning Appeals activities and conducts Board of Zoning Appeals meetings.

Reviews applications for building permits and certificates of zoning compliance for compliance with zoning resolutions and other pertinent regulations.

Conducts on-site inspections for members of Zoning Appeals, Planning Commission, and Board of Commissioners for applications placed before them; operates video camera to record sites for presentation at meetings.

Conducts technical review of preliminary/final plats and site plans; conducts inspections of subdivision sites for review by staff and Planning Commission members.

Determines floodplains from Federal Emergency Management Association flood maps.

Assists in interpreting and administering provisions of zoning resolutions, subdivision regulations, or other applicable codes/regulations; prepares amendments to subdivision regulations and zoning resolutions.

Assists with implementation of the department's long-range planning/research functions, including strategic planning, historic resources; prepares work plans for long range planning projects, transportation planning projects, geographic information system projects.

Performs related administrative tasks; researches legal issues concerning zoning and land use.

Participates on various committees as appropriate; attends meetings; gathers and presents information, provides input, and responds to questions; assumes the role of Planning Director in absence of same at committee activities.

Prepares reports; compiles data, makes applicable calculations, and reviews reports for accuracy; distributes reports to appropriate individuals or agencies; maintains records.

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Prepares or completes various forms, reports, correspondence, lists, permits, resolutions, charts, or other documents.

Receives various forms, reports, correspondence, statistical data, applications, policies, procedures, codes, ordinances, resolutions, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates various equipment associated with department activities, which may include a motor vehicle, computer networking system, personal computer, printer, computer projection panel, LCD projector, overhead projector, camcorder, television, VCR, DVD, copy machine, fax machine, calculator, telephone, geographic positioning system equipment and camera, or survey level; utilizes a variety of computer operating systems, programming languages, utilities, network management, word processing, spreadsheet, database, or other programs.

Provides assistance and information to the public regarding applications for classification, zoning appeals, zoning variances, conditional use permits, subdivisions, subdivision review, site plan review, addressing, rezoning, procedures, documentation, fees, or other issues; receives/logs permit fees and generates receipts; responds to routine questions or complaints, researches problems, and initiates problem resolution.

Communicates with supervisor, employees, other departments, county officials, commissioners, board/committee members, government agencies, surveyors, engineers, contractors, appraisers, realtors, attorneys, applicants, property owners, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Provides direction, guidance, and assistance to part-time employees, student interns, or other workers; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work, inspects completed work, and troubleshoots problem situations.

Maintains a comprehensive, current knowledge of applicable laws, regulations, and long range plans, and of changes to county codes/resolutions; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs clerical tasks, including answering telephone calls, typing documents, making copies, sending and receiving faxes, filing documentation, and processing incoming/outgoing mail.
Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Urban Planning, Regional Planning, Geoscience, or closely related field; supplemented by one (1) year previous experience and/or training involving planning, zoning, site plan review, geographic information systems management, and computer system maintenance/support; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility. Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform moderately complex algebraic and geometric operations; ability to utilize principles of basic probability and statistical inference.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and that generally involves some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds); may occasionally involve objects or heavier weight (up to 50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, traffic hazards, or bright/dim light.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: General office (standing at counter, posting signs)

Surface: carpet, ground

Estimated Total Hours: 2.5 hours/week **Maximum Continuous Time:** 10 minutes

2. SITTING

Estimated Total Hours: 7.5 **Maximum Continuous Time:** 1

3. LIFTING/CARRYING

Objects: books

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X			
11-25 lbs					X
26-50 lbs					X
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

4. BENDING/SQUATTING/KNEELING

Tasks: sign posting

Frequency: Monthly

5. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

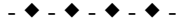
Inside Building	96 % of time
Outside	4 % of time

6. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting		X
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

7. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Often
Grasp	X		Often
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Often



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date