



SOUTH ALABAMA REGIONAL PLANNING COMMISSION

JOB DESCRIPTION

TITLE: Planner I

FLSA STATUS: Exempt

REPORTS TO: Director of Community Development **COMPENSABLE FACTORS:**

PAY BAND:

SUMMARY DESCRIPTION: The Planner I is responsible for performing a variety of duties related to the collection, analysis, interpretation, and presentation of technical land use, environmental, zoning and other planning data; ensures compliance with the SARPC's development standards.

SUPERVISORY CONTROLS: Receives general supervision from the Director of Community Development. Supervisor sets the overall objectives and employee and supervisor, in consultation, develop the deadlines, projects, and work to be done; employee is responsible for planning and carrying out the assignment; and work is reviewed only from an overall standpoint.

RESPONSIBILITIES AND DUTIES:

1. Assists in the development of planning studies and reports in support of new and updated plans, programs, and regulations.
2. Assists in the review of development proposals, subdivision plats, and site plans for conformance with codes, plans, and regulations.
3. Conducts research and collects data related to land use, zoning regulations, demographic trends, transportation systems, environmental factors, and other relevant topics. Analyzes gathered information to support planning projects and initiatives.
4. Collects a variety of statistical data and prepare reports and maps on topics such as census information, land use, tax base data, and occupancy rates.
5. Evaluate or assist in the evaluation of rezonings, ordinance amendments, site plans, special use permits, variances and other proposals.
6. Assists senior planners in the development and implementation of comprehensive plans, zoning ordinances, subdivision regulations, and other regulatory documents. This may involve drafting sections of plans, conducting background research, and preparing presentations or reports.
7. Participates in public meetings, workshops, and community forums to gather input from residents, stakeholders and elected officials. Helps facilitate discussions and present information about planning projects to the public.
8. Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Knowledge of a relevant specialization such as land use/zoning, transportation planning, environmental planning, urban design, housing, historic preservation or economic development is desired.
2. Knowledge of planning principles and practices
3. Excellent organizational and time management skills, including the ability to work on multiple



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projects simultaneously.

4. Strong analytical and research skills, with the ability to gather and interpret data.
5. Creative problem-solving skills to gather relevant information to solve practical problems and address citizen inquiries and concerns.
6. Ability to review plans and apply provision of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
7. Excellent written and verbal communication skills, including the ability to present information clearly and persuasively.
8. Proficiency in computer software applications commonly used in planning, such as Microsoft Office Suite, Adobe Creative Suite, Web-based applications, and database management tools.
9. Ability to work collaboratively in a team environment and interact effectively with member governments and the public.
10. Demonstrated interest in community planning issues and a commitment to contributing to positive community development.
11. Bachelor's Degree in Urban Planning, Geography, Environmental Studies, Graphic Design, Landscape Architecture, Public Administration, Political Science, Social Sciences, Engineering, GIS, or a related field.
12. A valid driver's license and a good driving record.

WORK CONDITIONS:

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. The work will be multifaceted, covering a range of tasks and projects with some travel required. No special physical demands are required to perform the work.

SUPERVISORY RESPONSIBILITIES: None

I have read and understand the duties of this role:

Employee Name

Date

Employee Signature