

COUNTY PLANNER JOB DESCRIPTION

The responsibility of the County Planner is to work with the Board of County Commissioners and the Regional Planning Commission under direct supervision of the Athens Soil and Water Conservation District (SWCD) to coordinate strategic planning in the following manner:

- I. To carry out the goals of the Regional Planning Commission by (through):
 - a. Studies and reports relating to the physical environmental, social, economic, and governmental characteristics of the county, i.e. update Land Use Plan.
 - b. Coordinating research of other government agencies educational institutions and private organizations.
 - c. Reviewing, evaluating, and making comments and recommendations on land use, open space, transportation, public facility plans and projects affecting area development.
 - d. Coordinating with units of local government and chamber of Commerce on land use plan issues, i.e. site development for industry.
 - e. Promoting understanding of and recommending administrative and regulatory measures to implement plans of the county.
 - f. Floodplain map management.
 - g. Hazard mitigation planning and management.
 - h. Other duties as required by Board of Commissioners and approved by ASWCD.

- II. Supervise all subdivision activities:
 - a. Questions, reviews, inspections and recommendations.
 - b. Enforcement.
 - c. Plat map technical assistance (splits, etc.).

- III. Coordinate Issue I and L.T.I.P. Application / Administration (County, Townships & Villages of current dues paying entities):
 - a. Application Development
 1. Coordination with agencies and integration of requests.
 2. Preparation of necessary application materials.
 3. Submission to Ohio Public Works Commission (O.P.W.C.)

- b. Contract Development and Administration
 - 1. Coordination of O.P.W.C.
 - 2. Project manager requirements (current and future)
 - a. Minority business enterprise requirements.
 - b. Equal employment opportunity requirements.
 - c. In-kind contributions costs documentation.
 - d. Financial administration and documentation.
 - e. Project completion report.

- c. Emergency: Issue I and Ohio Public Works Commission Applications.
 - 1. Determine resources availability to units of government.
 - 2. Determine in-house outside consultant needs based on current workload.
 - 3. For contract development and contract administrative Section B.1 and 2 above.

Also, refer to the Resolution of Cooperation of the ACRPC adopted 01/26/96, Article III, "Powers and Duties of the ACRPC", Part C.

- IV. Coordinate Other County Grants Application and Administration

- V. Work with County Engineer on Public Works Damage Assessment
 - a. Public Works Damage Assessment Committee Chairman.
 - b. Disaster coordinator for Public Works damage assessment requirements.
 - c. Liaison and local coordinator with state and federal officials.

- VI. Develop County Planning Studies, Regulations and Reports
 - a. Land use (i.e. Hocking River Study, Hillside Regulations).
 - b. USGS information (i.e. latitude/longitude and drainage calculations).