

MEDINA COUNTY COMMISSIONERS
Job Description



JOB TITLE: Associate Planner

EMPLOYEE NAME:	FLSA STATUS: Non-Exempt
PAY GRADE: H	EMPLOYEE STATUS: Full-Time
REPORTS TO: Director of Planning Services	CIVIL SERVICE STATUS: Classified
DEPARTMENT: Planning Services	POSITION CONTROL NUMBER: 120112001
HOURS OF EMPLOYMENT:	JOB CLASS NUMBER:
8:00a-4:30pm/evenings when necessary	

General Description

The Associate Planner reports to the Director of Planning Services. Responsible for assisting the Director with planning, zoning, grants, and other community development issues. Professional competence with knowledge of land use planning, zoning, and Geographic Information Systems (GIS). Attends Medina County Planning Commission (MCPC) meetings. Work is reviewed by the Director through conferences, reports, and observation of results.

Essential Job Functions

Uses Geographic Information Systems (GIS) to provide support for planning efforts. Updates township and county-wide zoning maps, GIS data, and demographic data, and provides this information to local jurisdictions to use in their planning efforts. Examines, analyzes, and integrates electronic spatial data. Analyzes demographic data as needed. Prepares presentations and reports as directed. Assists with developing and maintaining databases.

Assists in gathering and analyzing data, preparing staff reports, and making staff recommendations for the MCPC regarding land use and development requests in accordance with the Medina County Subdivision Regulations. Reviews zoning text and zoning map amendments and creates staff recommendations. Prepares oral, written, and graphic presentations for the MCPC, committees, townships, agencies and the public.

Coordinates grant programs including but not limited to the Community Development Block Grant (CDBG) and Critical Infrastructure. Creates outreach strategies, submits grant applications, works with communities to complete grant requirements, establishes deadlines, and oversees the paper and electronic file systems in compliance with the grant requirements.

Assists local political jurisdictions with planning and zoning issues by offering educational workshops. Researches planning and zoning questions and prepares reports. Makes recommendations to update the department website.

Other duties as assigned.

Qualifications

Bachelor's degree in Planning, Landscape Architecture, Urban Design, Surveying and Mapping or a related field.

Graduate degree or Institute of Certified Planners (AICP) certification or minimum of 2 years professional planning experience preferred.

Ability to analyze and produce project maps using GIS software, preferably ESRI ArcGIS.

Valid Ohio driver's license with clean driving record.

Proof of adequate insurance coverage.

Experience with a variety of computer software applications.

Knowledge

Personal computers and standard office software programs.

Use and operation of standard office equipment.

Budgetary principles, standard business mathematics, and general understanding of financial records.

English usage, spelling, grammar, and punctuation.

Abilities

Establishes and maintains effective working relationships with officials, County employees, and the public.

Speaks and writes effectively.

Efficient and effective organizational and client service skills.

Ability to follow verbal and written directions to meet deadlines.

Completes tasks independently and with a team.

Uses time efficiently.

Follows through on commitments.

Copes with frequent change, delays, or unexpected events.

Follows County and departmental policies and procedures.

Other Requirements

Willingness to learn new skills, provide and accept feedback, and maintain a professional office environment.

Reports to work on time and performs the requirements for an entire workday.

Performs tasks independently and on own initiative in a timely manner to meet scheduled deadlines.

Concentrates and accomplishes tasks despite interruptions.

Performs a variety of tasks simultaneously.

Defines issues and collects data.

Draws logical conclusions and proposes solutions in consultation with Director.

Organizes work and establishes priorities according to deadlines.

Communicates with people from diverse ethnic and social backgrounds.

Works cooperatively with staff, internal and external agencies, the public, and maintains the highest levels of client service.

Attends public functions and meetings outside of regular working hours.

Mental/Physical Requirements

Dexterity to utilize keyboard and related office equipment.

Ability to effectively present information.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to solve practical problems.

Regularly required to talk, hear, and reach with hands and arms.

Verbal capability to clearly interact with staff, clients, agencies, and public.

Visual acuity to read documents, correspondence, questionnaires, and electronic media.

Knowledge of various software packages.

Basic mathematics skills.

Organizational skills.

Ability to travel to off-site locations to attend meetings or conduct business.

Physical activity includes standing, lifting up to 15 pounds, walking, and sitting.

Acknowledgment

I acknowledge that the above description is a representation of the major duties and responsibilities of this position. I understand the responsibilities and expectations and have been given an opportunity to seek clarification if and when I do not understand.

Signature

Date

Supervisor/Department Head:

Signature

Date