

REGIONAL PLANNING AND COORDINATING COMMISSION OF GREENE COUNTY

Position Title: **PLANNER**
Reports to: Executive Director
Pay Range: \$42,000 to \$57,000
Work Hours: 8:00am to 4:30pm with evening meetings

DESCRIPTION:

This is a professional planning position. Under general supervision from the Executive Director, the Planner performs a variety of professional level work in current planning and long range planning that requires knowledge of zoning and modern planning principles. Incumbents are also responsible for designing, implementing, and maintaining the GIS to provide zoning map updates and other mapping products for member organizations.

DUTIES/RESPONSIBILITIES:

The duties and responsibilities shown below are simply representative of some of the duties performed under this classification. The Planner may be required to perform other duties not listed below that are essential to the function of the department or member organizations.

- Performs highly skilled and complex planning activities related to current and long-range land use and transportation planning.
- Participate in or conduct meetings or workshops with the public and/or government officials.
- Coordinate and schedule Subdivision and Site Review with the Technical Advisory Committee, utilities, developer, and other review entities.
- Develop subdivision regulations updates, plan amendments, and aid member organizations with zoning text and map amendments.
- Provide reports and recommendations regarding township zoning text and map amendments, and subdivisions to the Executive Committee and the Full Commission.
- Develops reports and studies for member organizations.
- Manage and maintain the department GIS in coordination with the County GIS supervisor.

KNOWLEDGE AND SKILLS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree in Planning or related field, or combination of training/education and/or experience which evidences a working knowledge of community/urban planning.

EXPERIENCE: Minimum (3) three years of responsible professional experience in municipal, county, regional, or state planning. Master's degree and/or AICP Certification preferred.

KNOWLEDGE OF: Structure of government in Ohio; land use and transportation planning; Ohio Zoning and Subdivision law; and site plan and construction drawing review.

ABILITY TO: Communicate and present effectively at public meetings; analyze, manipulate, and disseminate technical data; maintain good working relationships with member organizations, developers, and public; develop technical reports and recommendations to member organizations and the Planning Commission; prepare and maintain documentation.

SKILLS IN: Geographic Information Systems, ArcGIS Online and StoryMap in a planning environment. Microsoft Office including Word, Excel, PowerPoint, and Publisher.