

MEDINA COUNTY COMMISSIONERS

Job Description

Associate Planner Planning Department



SUMMARY

Under the supervision of the Planning Director, this individual performs administrative and professional work relating to planning, zoning and other community development issues. Professional competence with specialized knowledge of land use planning, zoning and subdivision review. Prepares staff reports for and makes oral presentation to the Medina County Planning Commission, other boards, committees, townships, and the public. Coordinate with local planning and regulatory agencies to understand community concerns and development plans.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Assists local political jurisdictions with planning and zoning endeavors by providing workshops for zoning inspectors, local officials and the public, and in preparation of comprehensive plans. Provide planning information packets for townships, villages and cities. Research regarding planning and zoning questions and prepares reports for local officials. Represents the MC Planning Department and/or Planning Commission at meetings with local officials. Coordinates with local planning and regulatory agencies. Updates local officials of new and relevant planning and zoning information and trends. Reviews zoning text and zoning map amendments and makes recommendations to local officials. Maintains department website. **Time spent: 30%**
- II. Assists in gathering and analyzing data, preparing staff reports and formulating department recommendations for the Medina County Planning Commission regarding land use and development requests. Prepares oral, written and graphic presentations for Planning Commission, other boards and committees, townships, other agencies and the public. Performs minor and major subdivision reviews and performs in-field checks. **Time spent: 30%**
- III. Uses Geographic Information Systems (GIS) to provide planning information. Updates townships 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 on this information as directed. Helps develop and maintain databases. **Time spent: 20%**
- IV. Facilitate county-wide Fair Housing training of local officials, boards, agencies, and residents. Counsels residents with complaints. **Time spent: 10%**
- V. Performs other duties as assigned. **Time spent: 10%**

Class Title / Position Number of Position(s) Supervised: None

Department Director: _____ Date: _____

Human Resources: _____ Date: _____

County Administrator: _____ Date: _____

Class #:85312 Class Title: Planner 2 Position Control #: 10416.0 Normal Wkrg Hrs : from 8am to 4:30pm & evening meetings
County of Employment: Medina Working Title of Position: Associate Planner__Pos # & Title of Supervisor: 10433.0 Planning Director

MEDINA COUNTY POSITION DESCRIPTION ADDENDUM

MINIMUM CLASS REQUIREMENTS

- 1) A Bachelor's degree in Planning, Landscape Architecture, Urban Design or a closely related field; a graduate degree in planning preferred;
- 2) A minimum of 2 years professional planning experience,
- 3) Ability to perform analysis and produce project maps using GIS software, preferably ESRI ArcView or ArcGIS,
- 4) AICP certification, or ability to obtain certification, desirable,
- 5) Or a combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

COMPETENCIES / ESSENTIAL FUNCTIONS

The necessary knowledge, skills, behaviors, judgment and personal characteristics required of the position:

- Knowledge of land use planning theory, practice, process, ordinances and their application.
- Strong computer skills required especially in GIS, databases and spreadsheets.
- Demonstrated ability to prepare accurate and concise reports and to present data in an effective manner, both orally and in writing. A writing sample will be required at the time of the interview.
- Verbal capacity to interact with staff, clients, agencies and general public.
- Visual acuity to read documents, correspondence, questionnaires, and electronic media.
- Organizational and management proficiency.
- Capacity to ambulate in and around offices, hallways, stairs, elevators, sidewalks, etc.
- Attendance at night meetings is expected.

MAJOR WORKER CHARACTERISTICS

- Exhibits high degree of interpersonal skills to initiate and manage client relationships.
- Capacity to provide and support County vision and direction.
- Proficient in verbal and written communication and general use of desktop computer.