



SOUTHERN GEORGIA
REGIONAL COMMISSION

Southern Georgia Regional Commission seeks Planner II. Degree with a background in community, regional, or city planning is preferred. Full-time position with excellent benefits. Salary DOE/Q. Valid driver's license, MVR, background check and drug test required. Send resume to SGRC, 1725 South Georgia Parkway W., Waycross, GA 31601 or to jlbenett@sgrc.us. Position open until filled. EOE M/F/V/AA

JOB TITLE: Planner II

DEPARTMENT: Planning Division

JOB SUMMARY: This position is responsible for providing professional and technical assistance to governments in comprehensive planning, hazard mitigation planning, local development regulations, and other specialized land use and resources planning activities.

MAJOR DUTIES:

- Provides professional and technical assistance to member local governments in the area of regional planning to assist in determining the best use of land and resources for homes, businesses, transportation, solid waste and recreation; researches, develops, updates and writes comprehensive plans and studies.
- Develops, analyzes, interprets and explains socio-economic, demographic and service related data in support of land plan development.
- Assists governments in developing short- and long-range land use, transportation and resources plans, including urban area development plans, full and partial Comprehensive Plan updates, Hazard Mitigation Plans, and local ordinances.
- Assists with the implementation of Comprehensive Plans and Regional Plans.
- Assists in updating locally adopted ordinances and regulations and performs current planning and zoning tasks such as subdivision reviews, pre-application meetings, zoning verifications, plat reviews, zoning amendments (including zoning text amendments),

zoning/character area map amendments, special exceptions, variances, and conditional use reviews. To assist in these efforts, work involves meeting with government employees, various committees, councils, planning commissions, etc.

- Notifies governments about state mandated planning requirements; provides assistance to governments on state compliance issues.
- Provides information to answer public, governmental, media, or private sector inquiries about comprehensive planning.
- Researches, develops, and presents reports to local governments including competitive applications for incentives.
- Assists other planners with comprehensive planning and transportation projects as requested.
- Makes public presentations to various boards and commissions, and provides staff support to various planning commissions, cities, and counties.
- Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of planning and zoning principles, theories, strategies and techniques.
- Knowledge of relevant federal, state and local laws and regulations.
- Knowledge of commission plans and policies.
- Knowledge of GIS and historic preservation applications and principles.
- Skill in conducting related research.
- Skill in analyzing and drawing sound conclusions from data sources.
- Skill in preparing and presenting planning reports including maps/graphics.
- Skill in operating a personal computer and various software programs.
- Skill in oral and written communication.
- Skill in working directly with government officials and the general public.
- Skill in conducting public meetings.

SUPERVISORY CONTROLS: This position directly reports to the Planning Director, who assigns work and instructions. The supervisor checks completed work for compliance with policies and procedures, and for propriety of results.

GUIDELINES: Guidelines include various local government Comprehensive Plans, Unified Land Development Codes, Department of Community Affairs Minimum Standards for Comprehensive Planning, and other applicable state and federal codes and laws. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied planning duties. The variety and number of projects and time constraints contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to provide professional planning support for member governments. Successful performance contributes to an improved quality of life for area residents.

PERSONAL CONTACTS: Contacts are typically with co-workers, representatives of governments, relevant state and federal agency officials, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information, provide services, and resolve problems.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table, but may require standing for periods while presenting materials or conducting a meeting. Driving long distances across the region for meetings and research will be necessary.

WORK ENVIRONMENT: The work is typically performed in an office and outdoors, occasionally in cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Urban Planning, Geography, Geographic Information Science, Public Administration, Political Science, or related field preferred.
- AICP certification not required but is an asset.
- A minimum of 1-3 years' experience in planning; long-range planning; community and neighborhood development; land use planning; or related field.
- Thorough knowledge of an ability to make practical application of standard principles of local, state, federal zoning and subdivision control ordinances and transportation planning laws and regulations.
- The ability to drive long distances within the region during the day and night hours.

- Ability to work extended hours, occasionally work evening and/or weekend hours, and occasionally travel out of town for training/conferences, sometimes overnight.
- Possession of a valid Class C driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

I, the employee, understand that this document is not to be construed as a contract, either implied or explicit. All information contained herein is merely an attempt by the Southern Georgia Regional Commission to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____