

PLANNER

GENERAL STATEMENT OF DUTIES:

- ❖ Performs professional planning work, data collection, assist in writing reports
- ❖ Completes master plan and zoning reviews
- ❖ Works effectively with residents, community groups and local officials
- ❖ Assists with the drafting of planning documents
- ❖ Assists with project application eligibility determinations
- ❖ Use of current word processing, spreadsheet, database, publication, modeling software, geographic information systems, and financial software

STATEMENT OF TASKS:

Assist in data collection, developing applications, writing reports under the direction of a Program Manager although a Lead Planner may be assigned to provide leadership and or direction. Assist with projects being carried out by organizations and local units of government. Complete federal project reviews, master plan reviews and zoning reviews. Develops presentation materials and attends meetings for various community and governmental groups. Drafts recommendations for projects and studies. Performs related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Have an understanding of the principles and practices of planning, effective presentation and planning techniques, ability to learn and present state and federal requirements related to planning efforts carried out by the department, ability to interpret maps and other graphic materials, ability to communicate effectively both orally and in writing, ability to work under stressful conditions. Work effectively with the public, local officials and other county employees.

MINIMUM QUALIFICATIONS:

- ❖ Bachelor's degree in Urban and/or Regional Planning, Resource Planning, Geography, Environmental Science and Sustainability, and other degrees as related. A Master's Degree in the above areas may be substituted for the bachelor's degree.

Or

- ❖ Bachelor's Degree and two (2) years of professional planning experience in a public planning office or private sector planning agency.

Starting pay	After 1 st Year	After 2 nd Year	After 3 rd Year
\$48,080	\$51,980	\$53,620	\$54,500

All Genesee County jobs are posted through the Human Resources Department website found at gc4me.com or connect to the job through this link –

<https://phl.applitrack.com/fgahrc/onlineapp/default.aspx?choosedistrict=true&applitrackclient=38098&category=Genesee+County+%2D+Planning+Commission>

Contact Christine Durgan, Assistant Director at the Genesee County Metropolitan Planning Commission, at 810.766.6549 with any questions.