



POSITION: Planner 2
JOB CODE: 2116 **GRADE:** 117G
DEPARTMENT: Land Use and Development Services **DIVISION:** Planning and Zoning
REPORTS TO POSITION: Chief – Planning and Zoning
STATUS: Full-Time **FLSA:** Non-Exempt

Position Summary

Position manages short to medium term, projects; including, site plans, agricultural preservation, Historic District Commission, and traffic impact studies to ensure compliance with the various County codes in the areas of subdivision, site development, agricultural and historic preservation. Position reports to the Chief, Division of Planning & Zoning for direction and supervision.

Position Responsibilities

1. Reviews site plans to assure consistency and compliance with local, state, and federal regulations
Coordinates with consultants, developers, other agencies and landowners on the review of various plans.
2. Reviews and approves building permits associated with site plans and preserved properties and assists with the review of other permits.
3. Coordinates with various agencies and assists landowners with the County's agricultural, historic, and open space preservation efforts.
4. Serves on various County and local agencies task forces, committees, and teams.
5. Makes physical field studies of resources and conditions within the County.
6. Updates and manages new reports and plans and assists in making projections for future plans.
7. Obtains and compiles statistical data to assist in publishing and distributing of charts, manuals, maps, and pamphlets.
8. May make presentations before the Planning Commission, County Executive and County Council if requested.
9. Assists in providing advice and technical assistance to other agencies, employees, and the public in the area of planning and urban development.

Minimum Qualification Requirements

Education

Bachelor's degree with a major or concentration in planning, environmental science or closely related field.

Experience

Minimum of two (2) years' experience in planning or engineering, or other training/experience sufficient to prepare the applicant.

**An interested candidate with an equivalent combination of education and experience as listed above may be considered.*

Certificate(s) and/or License(s)

1. Possession of a valid Class "C" non-commercial driver's license with no more than three (3) points.

Knowledge, Skills & Abilities

1. Knowledge of the practices, theories, methods, and objectives of local and regional planning, research techniques and methods, and drafting and engineering designs.
2. Knowledge of research techniques and methods and applicable methodology for the utilization of pertinent data.
3. Ability to perform technical and specialized research.
4. Ability to interpret maps and aerial photographs.
5. Ability to interpret complex engineering designs and forms as applied to the preparation of planning reports and studies.
6. Ability to communicate effectively with consultants, contractors, landowners, developers, and others.
7. Ability to communicate ideas effectively, both orally and in writing ability to prepare accurate and effective reports and correspondence ability to speak to community and other citizen groups.
8. Knowledge of applicable database, graphics, Geographic Information Systems, and other computer software and equipment.

Miscellaneous Position Information

Working Conditions & Physical Requirements

This role is primarily sedentary in nature but may involve occasional strenuous effort, such as handling moderately heavy boxes, tools, equipment, or other materials; walking or climbing over uneven surfaces; and sitting/standing in fixed position for extended periods of time. Must be able to lift 50 pounds unassisted on a regular basis. General conditions involve working at a computer, using telephonic equipment, and interfacing regularly with internal and/or external stakeholders.

Work is normally performed Monday through Friday during normal business hours, however, may require alternate work hours 24 hours a day, seven (7) days a week.

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

Conditions of Employment

1. Prior to appointment, employees are subject to pre-employment medical history review and drug testing, extensive background investigation (which may require CJIS and NCIC clearance), including but not limited to reference checking, and driving history, and an evaluation of training or experience.

Benefits (Not all positions may be eligible for these programs.*)**

Cecil County Government offers a full complement of benefits including medical, dental, life, disability, and AD&D insurance programs as well as a generous time off benefits. We understand that finding the right balance between home and career is a challenge and offer the following programs: employee assistance program, flexible work arrangements/compressed schedule and telework/remote office opportunities.

This position description is representative of the general and most important components of this role and does not characterize every aspect of the job; other duties and responsibilities may be assigned as warranted and deemed appropriate. This document does not constitute a contract of employment, nor a guarantee of continued employment. Cecil County Government is an equal opportunity employer.

By signing below the employee indicates this job description was reviewed, acknowledged, and accepted. Questions regarding the job description should be directed to Human Resources.

Employee Printed Name

Date

Employee Signature