



# LARAMIE COUNTY

## JOB DESCRIPTION

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**TITLE:** Associate Planner

**FLSA:** Exempt

**DEPARTMENT:** Planning

**REVISED:** 05/18/2012

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**Summary:** Under general supervision, performs professional planning functions according to regulations, policies and procedures. Gathers and analyzes data and makes recommendations for approval on, subdivisions, site plans, zoning and development permits.. Prepares special studies, reports and statistical data necessary for comprehensive planning. Organizes GIS data and provides maps for special projects. Works closely with locally elected officials, the private sector, and numerous organizations to provide community outreach and services.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Perform professional level work related to planning and zoning.
- Exercise judgment in the interpretation and application of County regulations and codes.
- Evaluate, develop and implement various planning and zoning procedures.
- Perform reviews of zoning, variance, floodplain permits, subdivision permits, site plan design and other planning related applications and building plans for compliance with land use regulations.
- Assist and direct technical staff with special projects including surveying, data gathering and reporting, analyses and electronic presentations. Collect data for use in preparing graphs, charts, and other visual displays.
- Provides customer service; answers inquiries and assists the public and other agencies on planning and zoning issues; explains policies, codes, standards and code enforcement procedures; researches customer issues and answers questions within scope of authority.
- Prepare written and graphic reports in a clear, comprehensive, concise and timely manner on planning matters and elements of the Comprehensive Plan.
- Conduct technical research; gather, interpret, analyze, prepare data; make recommendations on special studies; research and draft elements of the Comprehensive Plan and subsequent regulations for review and adoption.
- Act as Planning Representative at various meetings.
- Develop and update database records.
- Assist in the creation and maintenance of a variety of land use data bases and statistics, including the use of Geographic Information Systems (GIS).
- Assist with development of weekly, monthly and annual reports.
- Research, prepare, and present information at public meetings and before various boards, commissioners, and groups.
- Performs other duties as assigned or required.



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### **Knowledge and Skills:**

- Knowledge of County organization, goals, objectives, policies, procedures.
- Knowledge of the principles, practices and procedures of community planning and design, community development, zoning, land surveying, code enforcement, and environmental protection.
- Knowledge of Federal, State and local laws, rules and regulations affecting planning, zoning, land use, flood plains, code enforcement and community development.
- Knowledge of the principles of cartographic technology and GIS application software for research and analysis and to compile relevant information for presentation purposes.
- Knowledge of project planning and management principles.
- Knowledge of theory, principles and practices of planning and current trends in Federal, State and local planning.
- Knowledge of research techniques for land use trends and regulations.
- Knowledge of the basic principles of official records management.
  
- Skill in analyzing planning and development issues, evaluating alternatives, and making logical recommendations based on findings.
- Skill in assessing County planning needs, and developing and promoting effective solutions.
- Skill in representing the County in a professional manner, and working effectively with various community groups.
- Skill in compiling statistical information, and preparing and presenting technical reports.
- Skill in preparing/amending County comprehensive plans.
- Skill in use of common tools used in the profession, including computerized graphics.
- Skill in preparing high quality graphic renderings utilizing hand and/or digital methods.
- Skill in assessing and prioritizing multiple tasks, projects and demands, organize, meet critical deadlines, and follow-up assignments with minimal direction.
- Skill in operating a personal computer utilizing a variety of software applications, including the County's GIS user programs, planning and zoning functions and MS Office applications; familiar with ArcView and ArcGIS.
- Skill in establishing and maintaining effective working relationships with public officials, outside agencies, County staff and the general public.
- Skill in use of tact, discretion, initiative and independent judgment within scope of authority.
- Skill in designing and carrying out effective citizen participation plans, including group facilitation.
- Skill in effectively communicating verbally and in writing.

### **Minimum Qualifications:**

A Bachelor's Degree in Planning, Architecture or a related degree,; AND one year experience in urban or rural planning or related field; OR equivalent combination of education, training and experience. Ability to obtain AICP Certification within two years of employment desired.