



# LARAMIE COUNTY

## JOB DESCRIPTION

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<b>TITLE:</b>	Senior Planner	<b>FLSA:</b>	Exempt
<b>DEPARTMENT:</b>	Planning/Development	<b>REVISED:</b>	8/12/16

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**Summary:** Under general supervision of the Planning Manager, plans, organizes, manages and conducts a full spectrum of comprehensive planning projects affecting land use, transportation, and capital facilities; assures the effective coordination of Planning Department activities required to meet Laramie County development goals and objectives.

**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.)*

- Serves as team leader for project work groups; reviews progress and recommends revisions to priorities and schedules to assure projects are completed in a timely and efficient manner.
- Performs advanced professional work related to variety of planning assignments.
- 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.
- Reviews and processes comprehensive plan amendments, re-zoning, site plans and plats.
- Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans.
- Compiles and analyzes background data, needs assessments, policy alternatives and implications, and methods to maintain and present results of the analysis.
- Reviews plans, environmental documents and programs for consistency with adopted Laramie County plans; provides professional evaluations and reports to the Planning Manager as appropriate.
- Provides policy and technical advice to citizens groups, advisory committees and outside agencies, and advises on policy and regulatory implications of issues; recommends and implements citizen participation programs.
- Manages and conducts special studies, surveys and analyses, and prepares reports as assigned.
- Performs other duties as assigned or required.



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### **Knowledge and Skills:**

- Knowledge of County organization, goals, objectives, policies, procedures.
- Advanced knowledge of the philosophies, principles, practices and techniques of planning. 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.
- Knowledge of planning related software programs.
- Knowledge of project planning and management principles
- Knowledge of effective writing techniques
- Knowledge of research techniques for land use trends and regulations.
- Knowledge of the basic principles of official records management.
- Knowledge of the principles, practices, and procedures of community planning and design, community development, zoning, land surveying, code enforcement and environmental protection.
  
- 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, cultural and ethnic groups.
- Skill in compiling statistical information, and preparing and presenting technical reports.
- Skill in preparing/amending County comprehensive plans.
- Skill in drafting plan implementation tools.
- Skill in preparing high quality graphic renderings utilizing hand and/or digital methods.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in operating a personal computer utilizing a variety of software applications, including the County's GIS user programs.
- Skill in establishing and maintaining effective working relationships with public officials, outside agencies, County staff and the general public.
- Skill in designing and carrying out effective citizen participation plans, including group facilitation.
- Skill in effectively communicating verbally and in writing.

### **Minimum Qualifications:**

Bachelor's Degree in planning or a planning-related field; AND five (5) year's professional municipal, urban or regional planning and regulatory experience; OR equivalent combination of education, training and experience.