



Southern Georgia Regional Commission seeks Planner I. Responsible for organizing and presenting planning research studies. Degree with a background in community or regional 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, 1937 Carlton Adams Dr., Valdosta, GA 31601 or to jhorton@sgrc.us. Position open until filled. EOE M/F/V/AA

JOB TITLE: Planner I

DEPARTMENT: Local Government Services (Planning)

JOB SUMMARY: This position is responsible for providing professional and technical assistance to member local governments in comprehensive planning, local development regulations, transportation (primarily bicycle and pedestrian and metropolitan or regional transportation planning), and other specialized land use and resources planning activities. An incumbent in this position may be designated as "Planner II."

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 transportation reports and studies.
- Develops, analyzes, interprets and explains socio-economic, demographic and service-related data in support of land plan development and transportation infrastructure investment.
- Assists client governments in developing short- and long-range land use, transportation and resources plans, including urban area development plans and full and partial Comprehensive Plan updates and Hazard Mitigation plan updates.
- Assists with the implementation of Comprehensive Plans and transportation plans.
- Assists in updating locally adopted ordinances and regulations, including transportation reports and plans; performs current planning and zoning tasks such as subdivision reviews, zoning amendments and conditional use reviews. To assist in these efforts, work involves meeting with various committees and councils.

- Notifies local governments about state mandated planning; provides assistance to local 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.
- Assists other planners with comprehensive planning and transportation projects as requested.
- Makes public presentations to various boards and commissions; provides staff support to various planning commissions.
- 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 transportation planning principles and practices (especially bicycle and pedestrian and metropolitan and regional transportation planning).
- 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.
- Skill in operating a personal computer and various software programs.
- Skill in oral and written communication.

SUPERVISORY CONTROLS: This position directly reports to the Planning Director, who assigns work and gives instruction. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final 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 member 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.

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.
- A minimum of 1-3 years' experience and/or training in planning; long-range planning; community and neighborhood development; land use planning; or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- 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.
- Ability to regularly work extended hours, occasionally work evening and/or weekend hours, and occasionally travel out of town for training/conferences, sometimes overnight.
- Possession of or ability to readily obtain a valid 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: _____