

## **TOWN OF ELKTON JOB DESCRIPTION**

### **Planner I**

Department:	Planning
Reports to:	Director of Planning
Classification:	Full-time / Exempt
Pay Range:	Grade 8

Date: February 2020

### **JOB SUMMARY**

The Planner I position performs professional and administrative work in the field of urban planning in the Town of Elkton Planning Department under the guidance and supervision of the Director of Planning. Performs entry level professional planning, research and analysis to ensure the orderly growth of the Town and efficient administration of Town resources. Work requires a consistently high level of customer service while providing technical guidance and assistance to a variety of groups and individuals including, but not limited to other Town departments, government officials, and a wide variety of public contacts including property owners, business and community organizations, developers, and citizens on matters requiring judgment, firmness, and tact.

### **ESSENTIAL FUNCTIONS**

- Assists in the development of planning studies for new and updated plans, programs and regulations and annual reports.
- Assists with revisions and updates to geographical and functional parts of the Comprehensive Plan and zoning ordinance, including map amendments.
- Reviews development plans for compliance and consistency with a variety of regulations and the Comprehensive Plan.
- Provides staff support to the Elkton Planning Commission and Elkton Historic District Commission, including attendance at and the scheduling of meetings and the preparation and distribution of correspondence, meeting materials and maintenance of Commission files; prepares meeting minutes and mailings.
- Conducts research, collects data, prepares surveys, and provides technical assistance to other planning and zoning staff, other Town departments, and the public.
- Coordinates project reviews and facilitates interagency review process.
- Communicates extensively, orally and in writing, to both professionals and non-professionals.

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- Provides information to the public regarding development regulations.
- Assists in resolving citizen and customer issues.
- Collects a variety of statistical data and prepares maps, graphs, tables, and other illustrative material.
- Takes initiative in completing all assigned and unassigned tasks in support of the Planning Department and Town.
- Works Monday through Friday, 8:00 a.m. to 4:30 p.m. with regular mandatory evening meetings as well as occasional trainings/seminars outside of normal business hours. Maintains good attendance record.

**ADDITIONAL RESPONSIBILITIES**

- Other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of general office practices and procedures and standard office equipment.
- Knowledge of the practices, theories, methods and objectives of local and regional planning.
- Ability to interpret maps and aerial photographs.
- Ability to interpret engineering designs and plans.
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Knowledge of computer hardware and software programs, including strong MS Word, Excel, PowerPoint and Outlook skills. GIS experience a plus.
- Ability to communicate effectively, both verbally and in writing.
- Ability to follow directions and work independently within a team environment.
- Must possess exceptional customer service skills.
- Ability to work on several projects or issues simultaneously.
- Ability to work independently or in a team environment as needed.
- Must be extremely detail-oriented.
- Ability to operate a Town vehicle.
- Ability to pass physical exams, drug screens, and background checks.
- Physical requirements that include frequently sitting for extended periods; using hands to finger, handle, or feel; reaching with hands and arms; standing, walking, climbing or balancing, and bending, stooping, and kneeling with sufficient personal flexibility and

mobility to perform field inspections. Occasionally lifting and/or moving up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus; talking and hearing.

## **TRAINING, EDUCATION AND EXPERIENCE**

- Bachelor's degree in Urban and Regional Planning or closely related field. AICP certification preferred.
- One (1) year of professional planning experience in the public sector strongly desired.
- An acceptable combination of education and experience.
- Maintains a valid driver's license and good driving record. Ability to perform occasional business-related travel.

## **RESERVATION OF RIGHTS**

**The Town of Elkton reserves the right to amend and/or otherwise change the provisions, wording or any information included in this job description at any time, not inconsistent with law. The position of Planner I is "at will" and acceptance of this position does not represent an expressed or implied contract of employment for any duration.**

## **EMPLOYEE ACKNOWLEDGEMENT**

**I have read the job description for this position and I am able to perform the essential functions and additional responsibilities with or without reasonable accommodations.**

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Employee Signature

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Date

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Printed Name of Employee