

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	PLANNER I
DEPARTMENT:	PLANNING AND BUILDING SERVICES
REPORTS TO:	SENIOR PLANNER

CLASS CODE: 23626
FLSA STATUS: N
DATE: 02/00

JOB SUMMARY AND DISTINGUISHING FEATURES:

Under general supervision, performs a wide variety of professional field and office work related to planning activities, projects, and programs within the County. Incumbents in this classification receive limited supervision within a framework of standard policies and procedures; the work consists of responsible technical and professional duties at an entry level.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Prepares detailed reports for projects of varying complexity including: coastal and inland minor subdivisions, coastal development permits, major and minor use permits, re-zonings, variances, agricultural preserves, project memorandums and action agendas for presentation and recommendation to the Zoning and Coastal Permit Administrator, Planning Commission, and Board of Supervisors.

Gathers, compiles, and evaluates statistical data related to the County's existing population, housing needs, income level, employment, etc., for use in projecting future planning needs of the County.

Processes boundary line adjustments ranging in complexity from minor two parcel adjustments to complex coastal adjustments with required in-depth review, analysis and application of the goals and policies of the coastal element and the coastal zoning code.

Researches, reviews and interprets for application, County records and state regulations to determine legal status of property prior to the recordation of certificate of compliance and notices of violations.

Prepares maps, charts, and other graphic information for presentations and/or reports concerning planning matters.

Conducts field inspections and investigations of planning projects to assure compliance with applicable codes, laws, and specifications.

Reviews building and septic permit applications to determine consistency with zoning regulations.

Serves as information source by providing technical and professional planning information; assists applicants through the permit process by coordinating and conducting comprehensive pre-application conferences.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer	General Office Equipment	Video/Audio Camera	Maps
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MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in Rural/Community Planning, or a related field; or,

Four years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles, methods, and techniques related to land use planning.

All applicable state, federal and local ordinances, laws, rules and regulations.

Social, economic, and financial principles and practices associated with public planning projects.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Using mathematics.

Communicating clearly and effectively, both orally and in writing.

Preparing clear and concise reports, correspondence and other written materials.

Mental and Physical Abilities:

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Ability to interpret a variety of instructions in written, oral, diagram or schedule form.

Ability to define problems, collect data, establish facts and draw valid conclusions.

Ability to establish and maintain effective working relationships with a variety of individuals.

While performing the essential functions of this job the employee is frequently required to sit, stand, use hands to finger, handle, or feel, speak and hear.

While performing the essential functions of this job the employee is occasionally required to walk, hike, and lift and/or move up to 25 pounds.

Working Conditions:

Work is typically performed in a normal office environment with littled dust. Field work is also required.

The incumbent's working conditions are typically moderately quiet.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.