

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: PLANNER II
DEPARTMENT: PLANNING AND BUILDING SERVICES
REPORTS TO: VARIOUS

CLASS CODE: 23726
FLSA STATUS: N
DATE: 02/00

JOB SUMMARY AND DISTINGUISHING FEATURES:

Under limited supervision, performs a wide variety of diversified and complex professional field and office work related to planning and governmental activities, projects, and programs within the County. Incumbents in this classification receive limited supervision within a broad framework of policies and procedures; the work consists of complex technical and professional duties at the journeyman level.

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

Reviews and conducts special studies related to current or advanced planning projects, programs, and operations.

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.

Prepares checklists and surveys to gather information relevant to development of the County's General Plan and evaluates information obtained through such survey instruments.

Prepares a variety of technical planning reports and recommendations related to planning, zoning, land divisions, and environmental quality for presentation to the Planning Commission and Board of Supervisors, Zoning Administrator and Coastal Permit Administrator.

Reviews and interprets State and County laws, codes and guidelines associated with current and advance planning activities, and determines County's obligations toward same.

Prepares coastal development permits.

Administers the County's surface mining regulations including preparation of state mandated reports and field inspections.

Prepares ordinance amendments to County code to accommodate revisions in the state law and local policy.

Designs and prepares maps, mapping systems, charts, and other graphic information for presentations and/or reports concerning planning matters.

Designs and completes geographic or spatial analysis for planning projects and studies.

Initiates, organizes, manages, neral plans, and other projects of a complex, long range, policy nature.

Formulates and conducts special studies related to current or advance planning projects, programs and operations.

Prepares fiscal analysis of programs, plans, projects and community needs.

Evaluates and makes recommendations on department and County functions.

Staffs, manages or participates in various commissions, committees and agency or citizen planning efforts.

Formulates and conducts citizen participation process including media involvement.

Reviews the work of consultants for accuracy.

Prepares and makes recommendations relative to alternative techniques for approaching planning activities and problems.

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

Processes a variety of planning-related applications including; acceptance of applications at the counter, initial review for completeness, evaluation of environmental impact, analysis for compliance with County regulations, preparation of staff report including recommendation for approval, modification or denial, and regular presentation to the Planning Commission, Board of Supervisors, Coastal Permit Administrator or Zoning Administrator.

Works with the Code Enforcement Officer in investigating zoning complaints and violations; makes recommendations for resolving these issues.

Investigates claims of title to determine legal status of parcels in the County.

Initiates "notices of intent" regarding potential violations of the Map Act and the County Division of Land Regulations; reviews potential land division violations with County Counsel and coordinates efforts to resolve violations.

Issues certificates of compliance for legal parcels.

Serves as information source to other staff members, planning commission, contractors and developers, and the general public regarding all planning matters and requirements.

Reviews environmental impact reports for planning projects and activities as needed.

Reviews building permit applications for conformance with zoning requirements.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer General Office Equipment Tape Recorder Vehicle Camera Maps

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in Urban or Regional Planning, or a related field; and,

Two 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:

Valid State Driver's License

ACIP desirable

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles, methods, and techniques related to land use planning with emphasis on rural issues and natural resources.

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:

Planning, directing and coordinating complex projects.

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 identify and analyze problem situations, establish priorities of action based on analysis, and take appropriate action to resolve problems.

Ability to prepare and present complex technical reports.

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 regularly 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.

Working Conditions:

Work is performed in a normal office environment temperatures or dirt and dust.

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.