Job Title: Planner

Department: Community & Economic Development

Job Analyst: Scott Farmer

Location: Dothan

Date: April 2016

FSLA Status: Non-Exempt

Reports To: Community Development Director

Under direction, works with the Community Development Director on specific problems or areas of need including Community Planning, GIS/Cartography, Project Planning and Development, Research, Analysis, and other duties as assigned.

**Essential Job Functions**

* Prepares comprehensive planning for communities throughout the region.
* Assists communities in updating or developing zoning ordinances, land use maps, and subdivision regulations.
* Assists in writing and administering grants to appropriate agencies.
* Attends city council, county commission, and other public meetings to gather information or present data.
* Plans, compiles, and drafts base maps, land use maps, graphs, charts, plot plans, and other illustrations.
* Confers with Community Development Director to determine which project(s) to undertake and to plan focus for research.
* Conducts personal interviews with area residents and organizational leaders regarding such planning issues as land use, zoning, utilities, transportation, recreational facilities, and community services.
* Consults with engineers, system operators, and other experts regarding possible systems upgrades.
* Provides communities with a broad picture of their facilities/systems—strengths, weaknesses, and areas which may need attention.
* Attends professional meetings, workshops, or classes in area of specialty.
* Performs other duties related to project or as requested by Community Development Director.

Knowledge, Skills, and Abilities. Knowledge of research resources and techniques related to community development projects. Knowledge of the operations of local, state, and federal governments. Knowledge of cartographic skills. Capabilities in computer usage to include Geographic Information Systems (GIS)/ArcView management. Writing skills to develop position statements, reports, proposals, and related documents. Verbal communication skills to deliver presentations, negotiate, counsel, issue instructions, answer questions, and respond to a variety of people. Comprehension skills to understand and respond to present and emerging policy issues. Analysis and planning skills to develop proposals, budgets, strategies, and various types of plans. Ability to communicate with co-workers and support staff. Ability to relate productively to external groups including business/community groups, state and local officials, and the public in general.

Credentials and Experience. Bachelor's degree in planning, public administration, or closely related area. Master’s degree preferred or 2-3 years’ experience in planning/community development research OR appropriate combination of education and experience.

Special Requirements. Possess valid driver's license and be willing to drive to on-site locations and community meetings. Be willing to travel to professional meetings/workshops. Be willing to work irregular hours as duties demand.