

**JOB TITLE:** Planner  
**DEPARTMENT:** CED Department      **JOB ANALYST:** Farmer, K. and VanScyoc, E.  
**LOCATION:** Dothan      **DATE:** October 1, 2019  
**FLSA STATUS:** Non-Exempt      **REPORTS TO:** CED Director

#### JOB SUMMARY

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

#### DUTIES AND RESPONSIBILITIES

- A. Community Development Project Development and Administration (25%) Working under the direction of the CED Director, assists in Community Development grant applications. Assists as directed in the administration of such grants.
- B. Transportation Planning (20%) Serve as administrator for RPO and project lead for other transportation planning activities between local governments and ALDOT. Prepare monthly RPO reports and invoices for submission to ALDOT. Prepare and submit RPO annual report to ALDOT. Schedule and conduct semiannual meetings in seven county region and policy and technical committee meetings. Maintain RPO Policy and Technical Committee nominations and membership.
- C. Project Planning and Development (15%) Confers with CED Director to determine which project(s) to undertake and to plan focus for research. Develops plans for zoning, comprehensive plans, subdivision regulations, and related activities. Performs other duties related to project or as requested by CED Director.
- D. Research and Analysis (15%) Conducts personal interviews with area residents and organizational leaders regarding such planning issues as land use, zoning, utilities, transportation, recreational facilities, and community services. May develop questionnaires regarding same issues as above; sends questionnaires to targeted population for their responses. Analyzes survey data compiled in order to formulate current and projected demographic data for use by municipalities, county governments and other interested parties. Makes on-site inspections of specific areas related to project focus. Reviews topographic maps, community/utility records, etc. in gathering necessary data. Advises on matters of implementation of proposed long and short term comprehensive or specialized planning and economic development to matching projects with funding resources.
- E. Cartography (10%) Plans, compiles, and drafts base maps, land use maps, graphs, charts, plot plans, and other illustrative materials. Operates GIS computer workstation. Prepares copies and computer plots maps and drawings as required; reproduces computer images using scanning equipment. Performs land use surveys to compile land use data; produces maps depicting such data in proper legend and location form. Drafts accurate scale reductions and enlargements of maps, plans, and other illustrative media.
- F. Planning (10%) Prepares comprehensive planning for communities throughout the district. Assists communities in updating or developing zoning ordinances, land use maps, and subdivision regulations. Prepares planning fund grant applications, and

works in mitigation planning. Develops proposals for action including work to be accomplished and plans for funding projects. Makes presentations of data and proposals to cities, county commissions, systems managers, and others involved in decision-making. Assists in writing grants to appropriate agencies; follows through with progress of application. Attends city council, county commission, and other public meetings to gather information or present data.

- G. Professional Development (5%) Reads selectively to acquire new ideas and innovative strategies in area of specialty. Attends professional meetings, workshops, or classes in area of specialty.

## QUALIFICATIONS

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.

Physical Characteristics. See well enough to read text materials and tables. Hear well enough to communicate on the telephone and carry on normal conversation. Speak well enough to address individuals and groups. Body mobility to move about in office and travel to area and state offices or special events.

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 Alabama 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.