

County of Leelanau
Job Description

SENIOR PLANNER

Supervised By: Planning Director

FLSA Status: Non-Exempt

General Summary:

Under the supervision of the Planning Director, assists that individual in the development, implementation and revision of programs and plans to guide future utilization of land, physical facilities and resources. Additionally, assists various boards and commissions and community residents with questions concerning planning, zoning, and county programs. Serves in the absence of the Planning Director, following well-defined policies and guidelines.

Essential Duties and Responsibilities:

An employee in this position may be called upon to perform any or all of the following essential functions. These examples **do not** include all of the duties which the employee may be expected to satisfactorily perform.

- Assists in the development, implementation and revision of various planning programs.
- Assists the Director in conducting planning studies of County resources and physical surroundings, identifying trends, producing courses of action and developing priorities.
- In the absence of the Director or when assigned, represents the department as the professional advisor at Planning Commission meetings and other subcommittee meetings preparing the agenda, and posting proper public notices.
- Frequently meets with community residents and/or assists by phone or through written correspondence regarding such things as: addressing, zoning, recycling, planning, and mapping.
- Assists County agencies, townships and villages with zoning and planning issues.
- Prepares and/or reviews and revises department reports, newsletters, minutes, working papers and other documents.
- Utilizes the Geographic Information System (GIS) to produce, update, calculate and print maps for use by county, local and regional representatives, and the public.

- Performs other office duties such as preparing advertisements and written material for publication, maintaining computerized files, printing/copying maps and assisting customers.

Employment Qualifications:

Education: Possession of a Bachelor's Degree in Urban Planning or other closely related field, with course work in such areas as: economics, land use, earth sciences, mapping, computer science, or the equivalent.

Experience: A minimum of 6 months' experience with computer software applications; 12 months orientation period.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.