



## CHATHAM COUNTY – SAVANNAH METROPOLITAN PLANNING COMMISSION



### Planning the Future, Respecting the Past

The Chatham County-Savannah Metropolitan Planning Commission (the MPC) is seeking to hire an entry level Planner.

**REPORTS TO: Development Services Director and/or Historic Preservation Director**

**FLSA STATUS:** Exempt - Professional

#### Job Description

This is entry level professional urban planning and regulatory work including data collection, analysis and maintenance working under the direction of the Directors of Development Services and/or Historic Preservation. This work requires knowledge of general principles and practices of urban planning, which is usually gained through degree granting schools or equivalent training and experience. Contacts with others require skills in understanding and influencing people and are important in implementing urban planning projects, discussing and resolving work-related issues and problems, and presenting and defending recommendations and decisions. The work is semi-routine in that tasks are covered by procedures or precedents, but some latitude is permitted to consider the most appropriate method, technique or procedure to follow and involves differing situations requiring the use of judgment in searching for solutions or new applications within one's known experience.

Work is performed primarily in an office environment though the employee may be required to make field visits to project sites in order to evaluate project or gather statistical data. Operates vehicles and standard office equipment including computer. The physical demands consist mainly of sitting at a work station for extended periods of time, occasionally lifting and moving light objects, and visiting field sites. The work is performed under general supervision where the work assignments are subject to established procedures and practices and is reviewed in progress and upon completion for adherence to proper procedures.

#### Examples of Work

- Conducts field studies and interviews, collects data, conducts statistical research and analysis, and develops required reports.
- Prepares recommendations on comprehensive plan amendments, certificates of appropriateness, re-zoning, zoning and concurrency applications and/or other regulatory reviews.
- Assists in the preparation and update of all elements of the comprehensive plan and related and/or supported documents by collecting data, conducting research and drafting elements of the proposed plan.
- Provides technical assistance to customers and other employees.
- Performs professional land use, site plan, zoning and related planning reviews.
- Develops special land use and zoning statistics.
- Develops recommendations and reports to include spreadsheets, graphs and statistical analysis.
- Prepares plans and applications for grant funds.
- Compiles data and prepares reports and/or oral presentations.

- Prepares correspondence and technical reports as required.
- Maintains and updates special projects, maps, charts and related files.
- Performs related duties as required.

**Knowledge, Skills and Abilities**

- Knowledge of principles, practices and techniques of urban planning and regulatory techniques.
- Knowledge of analytical and statistical methods.  
Knowledge of local zoning codes, ordinances, rules and regulations.
- Ability to research, collect and evaluate planning data and prepare written reports.  
Ability to read, interpret, and apply planning-related laws, rules, and regulations.
- Ability to operate standard office equipment and use word processing, spreadsheet, database, and related software applications.
- Ability to operate a motor vehicle.

**Open Requirements/Supplemental Information**

- A Bachelor's degree from an accredited institution which includes at least thirty (30) semester hours of college coursework in urban and regional planning, geography, landscape architecture, architecture, historic preservation, environmental science or closely related field.
- One year of professional planning experience may substitute for fifteen (15) semester hours required above.
- Proficiency in GIS, AutoCAD, and Adobe Suite software is preferred.

**LICENSE/REGISTRATION/CERTIFICATION:**GA Driver's License is required prior to appointment and must be maintained.

<b>Supplemental Information:</b>
<b><u>(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS</u></b>
<b><u>PHYSICAL REQUIREMENTS:</u></b> Must be physically able to operate a variety of machinery and equipment including a computer and a calculator. Must be able to use body members to work, move, or carry objects or materials. This position requires: walking, standing, bending, stooping, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing, and repetitive motions. Must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds force frequently. Physical demand requirements are at levels of those for light work. Must be able to walk over uneven or rough terrain and ascend and descend slopes.
<b><u>DATA CONCEPTION:</u></b> Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.
<b><u>INTERPERSONAL COMMUNICATION:</u></b> Requires the ability to hear, speak and/or signal people to convey or exchange information. Includes giving and receiving assignments and/or directions to co-workers and assistants or from supervisors.
<b><u>LANGUAGE ABILITY:</u></b> Requires ability to read a variety of reports, plans, permits, descriptions, letters, photographs, amendments, court orders, and informational documentation, directions,

instructions, and methods and procedures. Requires the ability to prepare letters, reports, timesheets, legal ads, agenda items, audits, and photographs using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people, and groups of people, with poise, voice control, and confidence.

**INTELLIGENCE:** Requires the ability to learn and understand complex principles and techniques; to acquire and be able to expound on knowledge of topics related to primary occupation; and to make independent judgement in both the presence and absence of management.

**VERBAL APTITUDE:** Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of administrative, technical or professional languages, including civil engineering, legal, and landscape architecture terminology.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to interpret graphs; to compute discount, interest, profit and loss, ratio and proportions; to perform calculations involving variables, formulas, square roots and polynomials.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with computer, calculator, drafting instruments, and surveyor's measuring wheel.

**MOTOR COORDINATION:** Requires the ability to coordinate hands, fingers, and eyes accurately in using a computer, calculator, Requires the ability to use the keyboard, lift, bend, push, and pull objects or materials using body parts as the position necessitates.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items such as a computer, calculator, drafting instruments, and surveyors measuring wheel. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** May require the ability to differentiate between colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under considerable stress when confronted with an emergency.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (Talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.