

Establishes and maintains files, reports, project tracking lists, plans, maps and other materials as required.

Monitors and tracks broadband services including providers, customer demand, and public funding sources.

Conducts field investigations and assessments.

Participates as Planning Department Representative on various advisory boards/committees; responds to and investigates complaints regarding violations of the County land use regulations and resolves such violations through negotiation with the violator or prepares a case for the prosecuting attorney.

Attends, conducts, or assists in conducting various meetings, hearings and presentations at public gatherings, civic and advisory groups, boards, and commissions during and after regular business hours.

Works with consultants to conduct various planning studies and develop various planning documents.

Coordinates input from other departments and agencies ensure that regulatory requirements are addressed, and proper infrastructure is provided.

Performs other related duties as needed or assigned.

KNOWLEDGE AND SKILL:

1. Basic knowledge of the principles of planning and land development including the elements of a comprehensive plan.
2. Basic knowledge of county, state and federal statutes, codes, regulations, and case law related to planning and land use.
3. Basic skill in addressing a wide range of community development, environmental, land use, transportation and regulatory issues.
4. Advanced skill in planning, organizing and managing multiple projects simultaneously.
5. Advanced skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.
6. Advanced skill handling situations requiring diplomacy, fairness, firmness and sound judgement.
7. Basic knowledge of and ability to use ESRI software.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, binding machines, hand-held recording devices, filing cabinets and fax machines. This position requires occasional field work and must be able to navigate commonplace obstacles in the community such as stairways and rough terrain. May be required to drive a County-owned vehicle to off-site locations and drive in inclement weather. This position is routinely in contact with the public, other Boone County employees, elected officials and members of other entities.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Planning or related field; and two years of experience in planning or engineering design or Master's Degree in relevant field and one year of experience in planning or engineering. Must have a valid driver's license and be able to drive a county vehicle.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.