



SC - PAY GRADE 16

PLANNER I

DUTIES AND FEATURES OF THE CLASS:

Performs work involving the application of professional planning principles and theory to various planning and zoning issues. The incumbent assists in the administration of a comprehensive planning and land development regulation process in accordance with Federal, State and local laws. Assists the County on matters relating to development issues under the general policy direction of the Director and Managers of Planning and Zoning.

EXAMPLES OF WORK:

Assists in providing planning and zoning information to internal and external customers; assists in explaining departmental programs, policies and activities; assists in negotiating and resolving sensitive, significant and controversial issues; participates in the review and evaluation of any or all of the following: site plans, subdivisions, conditional use and/or change of zone applications for compliance with County regulations; collects data and provides support for the development of short and long range plans and projects; assists in researching and monitoring the administration of zoning codes; communicates verbally and in written form official plans, policies and procedures to the general public; assists with maintenance and integration of a geographic information system; evaluates information to determine feasibility of proposals and identifies factors requiring amendment on a frequent basis; incumbents may also serve as staff liaison to boards and commissions and represent the County through direct participation in local or regional committees or forums; performs related work as required. May attend public meetings, including evening meetings, as appropriate.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of planning and zoning principles and practices, including pertinent specialties, principles and practices of research and data collection; ability to comprehend, interpret and apply regulations, procedures and related information; ability to prepare and present planning reports and projects; ability to define problems, collect data, establish facts, and draw valid conclusions; knowledge of mapping and geographic information systems; oral communication and interpersonal skills to explain rules and procedures clearly to the public; problem-solving skills to gather relevant information to solve vaguely defined practical problems; ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions; ability to work on several projects or issues simultaneously; good professional judgment; performance of duties in a professional manner; ability to work independently and in a team environment as needed.

QUALIFICATIONS:

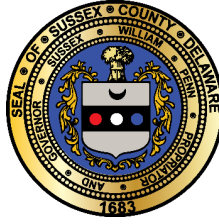
Minimum of Bachelor's degree in land-use planning, urban planning, public administration or closely related field or any equivalent combination of experience, education and training.

Excellent customer service and organizational skills; excellent verbal and written communication skills; proficient in Microsoft Office (Word, Excel, Outlook, and PowerPoint).

ADDITIONAL REQUIREMENTS:

- Direct Deposit Required
- Minimum 35-hour work week (Monday - Friday)
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing
- Possession of a valid driver's license

6/2017



SC - PAY GRADE 18

PLANNER II

DUTIES AND FEATURES OF THE CLASS:

Performs complex work involving the application of professional planning principles and theory to various planning and zoning issues. The incumbent assists in the overall administration of a comprehensive planning and land development regulation process in accordance with Federal, State and local laws. Assists with overseeing development and maintenance of a county-wide geographic information system. Assists the County on matters relating to development issues under the general policy direction of the Director and Managers of Planning and Zoning; does related work as required.

EXAMPLES OF WORK:

Assists in providing input to professional planning, vision and development advice to the County government; assists in providing information to departments, outside agencies and elected officials; assists in explaining, justifying and defending departmental programs, policies and activities; assists in negotiating and resolving sensitive, significant and controversial issues; takes part in the evaluation of land use proposals for conformity to established plans and ordinances; provides input to the direction in the development of short and long range plans and projects; coordinates activities with other departments and agencies as required; assists in monitoring the administration and enforcement of a variety of zoning codes; communicates official plans, policies and procedures to staff, County Council and the general public; assists with development, maintenance and integration of a geographic information system; evaluates information to determine feasibility of proposals and identifies factors requiring amendment on a frequent basis. The Planner II does not directly supervise professional staff but may provide indirect supervision and serve in a lead capacity or serve as a technical expert in a particular area. Incumbents may also serve as staff liaison to boards and commissions and represent the County through direct participation in local or regional committees or forums.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of community development, planning and zoning administration, and comprehensive plans including the formulation, process for adoption and enforcement; knowledge of planning programs and processes; working knowledge of inspection, codes and code enforcement; thorough knowledge of mapping and geographic information systems; ability to comprehend, interpret and apply regulations, procedures and related information; ability to communicate orally and in writing to a wide variety of individuals and groups; ability to establish and maintain effective relationship with subordinates, contractors, County officials,

Federal and State agencies and the public; ability to lead and supervise the work of professional and non-professional assistants; good professional judgment; proficiency in Microsoft Office (Word, Excel, Outlook, and PowerPoint) is required; regular and timely attendance; performance of duties in a professional manner; ability to define problems, collect data, establish facts, and draw valid conclusions; good organizational skills, management, human relations and technical skills.

QUALIFICATIONS:

Bachelor's degree from an accredited (4) four year college or university in land-use planning, urban planning, public administration or a closely related field with a minimum of five (5) years of related experience, preferably in a local government; or any equivalent combination of experience and training. Designation as a "Certified Planner" from the American Institute of Certified Planners (AICP) is preferred. Must possess excellent organizational skills, verbal and written communication skills.

ADDITIONAL REQUIREMENTS:

- Direct Deposit Required
- Minimum 35-hour work week (Monday - Friday)
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing
- Possession of a valid driver's license

Contact Human Resources at (302) 855-7711 or visit our website at www.sussexcountyde.gov to download a job application and fax to (302) 855-7715. EOE.

Sussex County Human Resources
2 The Circle, PO Box 589
Georgetown, DE 19947



SC - PAY GRADE 20

PLANNER III

DUTIES AND FEATURES OF THE CLASS:

Performs professional level planning work involving the application of planning principles and theory to various planning and zoning issues. The incumbent assists in the overall administration of a comprehensive planning and land development regulation process in accordance with Federal, State and local laws. Assists with overseeing development and maintenance of a county-wide geographic information system. Assists the County on matters relating to development issues under the general policy direction of the Director and Managers of Planning and Zoning.

EXAMPLES OF WORK:

Instrumental in providing input to professional planning, vision and development advice to the County government; reviews any or all of the following: site plans, subdivisions, conditional use and/or change of zone applications for compliance with County regulations; assists in providing information to departments, outside agencies and elected officials; assists in explaining, justifying and defending departmental programs, policies and activities; assists in negotiating and resolving sensitive, significant and controversial issues; participates in the evaluation of land use proposals for conformity to established plans and ordinances; provides input to the direction in the development of short and long range plans and projects; coordinates activities with other departments and agencies as required; assists in monitoring the administration and enforcement of a variety of zoning codes; communicates official plans, policies and procedures to staff, County Council, Planning and Zoning Commission and the general public; participates in the development, maintenance and integration of a geographic information system; evaluates information to determine feasibility of proposals and identifies factors requiring amendment on a frequent basis; assists with processing applications to the Board of Adjustment; attends evening meetings and performs meeting related duties; may serve in a lead capacity or serve as a technical expert in a particular area; incumbent may also serve as staff liaison to boards and commissions and represent the County through direct participation in local or regional committees or forums; performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of community development, planning and zoning administration, and comprehensive plans including the formulation, process for adoption and enforcement; strong knowledge of planning programs and processes; working knowledge of inspection, codes and code enforcement; thorough knowledge of mapping and geographic information systems; ability to comprehend, interpret and apply complex regulations, procedures and related information; ability to prepare and present planning reports and projects; ability to establish and maintain effective relationship with staff, department heads, contractors, County officials, Federal and State agencies and the public; good professional judgment; performance of duties in a professional manner; ability to define problems, collect data, establish facts, and draw valid conclusions.

QUALIFICATIONS:

Minimum of Bachelor's degree in land-use planning, urban planning, public administration or closely related field with a minimum of seven (7) years of related experience, preferably in a local government, or any equivalent combination of experience, education and training, Master's Degree preferred. Designation as a "Certified Planner" from the American Institute of Certified Planners (AICP) is preferred; excellent customer service and organizational skills; excellent verbal and written communication skills; proficient in Microsoft Office (Word, Excel, Outlook, and PowerPoint).

ADDITIONAL REQUIREMENTS:

- Direct Deposit Required
- Minimum 35-hour work week (Monday - Friday)
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing
- Possession of a valid driver's license

5/2017