



**Franklin County Board of Commissioners  
Classification Specification & Job Description**

<b>CLASSIFICATION TITLE:</b> Planner, Food Systems	<b>CLASS NUMBER:</b> 40303	<b>FLSA:</b> Exempt
<b>AGENCY/DIVISION:</b> Department of Economic Development & Planning	<b>JOB TYPE:</b> Full Time, Classified	<b>PROBATION PERIOD:</b> 180
<b>BARGAINING UNIT:</b> Non-Bargaining	<b>PAY GRADE:</b> N15	<b>POSITION CONTROL #:</b> 051119
<b>POSITION LOCATION:</b> 150 South Front Street, FSL Suite 10, Columbus, OH 43215	<b>TYPICAL WORK SCHEDULE:</b> Monday – Friday 8:00 AM – 5:00 PM	<b>SUPERVISOR (PCN):</b> Planning Administrator (051110)
<b>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Planner, Food Systems classification is to lead Franklin County’s efforts to strengthen the local food system.

**JOB DUTIES:**

Serve as Franklin County’s representative on the joint City-County Local Food Team in partnership with City of Columbus staff to facilitate the work of the Local Food Board, connect local food system efforts in the community, and develop annual progress reports on Local Food Action Plan implementation efforts. Coordinate with public and private entities at the Local, State and Federal level to implement the Columbus and Franklin County Local Food Action Plan. Lead food- and agricultural-related zoning regulation amendment projects. Coordinate and participate in meetings and represent Franklin County in the community. Build and maintain relationships inside and outside of the Economic Development and Planning Department. Design and conduct research, prepare written reports and analyses, and prepare and deliver presentations related to local food system issues. Utilize independent discretion in making decisions related to Local Food Action Plan implementation efforts. Attend meetings and trainings for planning related projects and local food systems planning. Accept, process and review zoning applications. Respond to inquiries from the public. Maintain regular and predictable attendance.

The above is intended to describe the general nature and level of work being performed by this position. The statements are not intended to be an exhaustive list of all responsibilities and duties.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of public relations; skilled in equipment operation; ability to define problems, collect data, establish facts and draw valid conclusions; use statistical analysis; prepare meaningful, concise and accurate reports; understand manuals and verbal instructions, technical in nature; prepare and deliver speeches before specialized audiences and general public; gather, collate, and classify information about data, people or things; work alone on most tasks; cooperate with coworkers on group projects; collaborate with diverse range of stakeholders; handle sensitive inquiries from and contacts with officials and general public.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Bachelor’s degree from an accredited postsecondary institution or program in planning, public health, agriculture, natural resources, project management, or related field with an understanding of regulatory, access, and waste issues in the food system and with three (3) years of related experience; or any equivalent combination of training and experience.

**Additional Requirements**

No special license or certification is required.

**Supervisory Responsibilities**

None required.

**UNUSUAL WORKING CONDITIONS:**

N/A

**Acknowledgement of Receipt:**

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date