

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

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

**CLASSIFICATION PURPOSE:**

The primary purpose of the Planner classification is to provide land use planning and floodplain development services.

**JOB DUTIES:**

Perform comprehensive land-use planning as well as regional and local planning for the agency. Prepare and deliver presentations on the unincorporated areas of Franklin County as well as represent EDP at public meetings. Prepare written analysis of development proposals and prepare reports. Utilize independent discretion in making decisions on policy and procedures concerning rezoning and subdivision plans. Implement cooperative funding and development of projects with local agency participants. Design and implement research studies to include selecting appropriate data collection and analysis methods and techniques. Coordinate program and project efforts with federal and/or local governments and/or other participants.

Monitor implementation programs and services to determine effectiveness and revise and/or make recommendations accordingly regarding comprehensive plans for the townships. Review development proposals and building permits. Prepare monthly reports of evaluation findings and recommendations on rezoning, subdivisions, or comprehensive plans. Develop information systems for the exchange of information between various government entities, the public, and/or other participants. Meet with developers who are proposing new developments. Conduct stakeholder meetings for land use plans. Coordinate with necessary local, state, and federal agencies.

Evaluate administrative development proposals that do not require a public hearing. Conduct public meetings relating to land use plans. Act as a liaison between supervisors and other departmental personnel. Attend meetings or training for planning related projects. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of public relations; engineering. Skill in equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; 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; handle sensitive inquiries from and contacts with officials and general public.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Bachelor's degree in city and/or regional planning or related field with three (3) years of geography, planning, economics, architecture, or 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