

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

CLASSIFICATION TITLE: Planning Administrator	CLASS NUMBER: 40304	FLSA: Exempt
AGENCY/DIVISION: Department of Economic Development & Planning	JOB TYPE: Full Time, Classified	PROBATION PERIOD: 180
BARGAINING UNIT: Non-Bargaining	PAY GRADE: N17	POSITION CONTROL #: 051110
POSITION LOCATION: 150 South Front Street, FSL Suite 10, Columbus, OH 43215	TYPICAL WORK SCHEDULE: Monday – Friday 8:00 AM – 5:00 PM	SUPERVISOR (PCN): Chief Operating Officer (051100)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:		
Planning Project Coordinator (051111) Planner (051114, 051116)	Intern (051117, 051118) GIS Manager (051130)	

CLASSIFICATION PURPOSE:

The primary purpose of the Planning Administrator classification is to oversee and direct the operations of an assigned department, supervise assigned staff, ensure compliance with zoning and code issues.

JOB DUTIES:

Plan, implement and supervise activities of assigned staff. Review, develop, formulate, and consult on administrative policies and procedures. Assign and schedule projects and monitor them to completion. Provide technical assistance to departmental staff and other governmental entities. Perform board and zoning appeal case reviews. Answer zoning inquiries. Assist the director in ensuring all building and zoning rules and regulations are followed correctly. Oversee the planning department in following procedures and implementing research studies, including selecting appropriate data collection, analysis methods and techniques. Ensure that those programs and services are being performed effectively. Respond to problems arising from planning and code enforcement activities. Prepare proposals as assigned.

Coordinate planning activities with and provide technical assistance to departmental personnel in planning and evaluating projects. Make presentations to the board. Assist director to ensure agency is operating according to county standards, the collective bargaining agreement, laws, and studies pertaining to building codes, zoning, annexation, and national flood insurance programs. Prepare required reports. Prepare special agreements and assist in preparing final copies. Coordinate activities of subordinate planners. Act as a liaison for the director as needed and recommend changes to the director.

Prepare and submit reports, memos, correspondence, and electronic mail. Research information in responses to inquiries and request information from outside sources. Generate internal reports for input for the budget. Attend training, conferences, and all staff meetings required by the director. 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 supervision; engineering; agency policy and procedure. Skill in equipment operation. Ability to deal with problems involving several variables in familiar contexts; understand practical field of study; define problems, collect data, establish facts and draw valid conclusions; use algebra; use geometry and trigonometry; use statistical analysis; understand manuals and verbal instructions technical in nature; develop complex reports; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor’s degree in city and regional planning, or related field with five (5) years of governmental planning or related experience.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

Ability to assign, review, plan, coordinate the work, provide instruction to employees, maintain department standards, recommend

discipline, and to act on employee issues.

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