

Westmoreland County

PLANNER I/II/III - PLANNING

Position Description

OVERALL OBJECTIVE:

To assist in the administration and implementation of various components of the Planning & Development Department including County Comprehensive Plan and Department's strategic plan.

ESSENTIAL FUNCTIONS:

1. Assists in the administration of the County's Subdivision and Land Development Ordinance (SALDO).
2. Conducts research, data, and geospatial analysis.
3. Gathers facts and data regarding new legislation affecting County matters and advises staff and Planning Director.
4. Acts as a liaison between the County Planning & Development Department, Board of Commissioners, and outside agencies.
5. Provides customer service to the public, elected officials, surveyors, engineers, developers, and attorneys, as needed.
6. Conducts land use and zoning reviews for consistency with the Comprehensive Plan.
7. Assists in coordinating transportation planning and programming.
8. Develops, creates, and files various Federal, State, and County reports in compliance with existing laws.
9. Assists in the implementation of the County Comprehensive Plan.
10. Provides land use reviews to municipalities, developers, etc. as obligated under the Pennsylvania Municipalities Planning Code.
11. Assists in the implementation of the Planning & Development Department strategic plan.
12. Assists in the administration of the Division's Technical Resources and Municipal Services (TRAMS) program.
13. Develops mapping, graphics, reports, and documents using vector and raster based graphic design software, GIS software, and desktop publishing software.
14. Assists with the Department's annual report.
15. Prepares written reports and conducts oral presentations.
16. Assists in the administration of Community Development programs.
17. Maintains accurate records assuring compliance with legal requirements.
18. Represents the Board of Commissioners and the County in a professional manner.
19. Other duties as assigned.

OTHER DUTIES:

1. Performs other job-related duties as assigned and required, including developing and updating Division's website content.
2. Attends meetings, trainings, seminars as required.
3. Serves on other boards and committees when required.

4. Attends other outside agency functions to represent the County when necessary.

SUPERVISION RECEIVED:

Maximum/regular instruction and supervision is given by the Director, Deputy Director, and/or Assistant Deputy Director of Planning with the ability to make independent decisions on some assignments.

SUPERVISION GIVEN:

None.

WORKING CONDITIONS:

1. Works indoors in adequate office space, with adequate lighting, temperature and ventilation.
2. Works within average exposure to office noise, with moderate to high stress and subject to frequent disruptions.
3. Normal indoor exposure to dust/dirt.
4. Periodically works irregular hours including nights and weekends.
5. Occasional site visits and fieldwork outdoors.

PHYSICAL/MENTAL CONDITIONS:

1. Must be able to sit for long periods of time throughout the work day, with intermittent periods of walking and standing.
2. Must be able to execute occasional periods of bending, stooping, kneeling, twisting, and reaching to carry out job duties.
3. Dexterity requirements include fine manipulation of fingers/hands to simple movements of feet/legs/torso as necessary to carry out job duties.
4. Sedentary work, with lifting objects up to 20 pounds.
5. Must possess the ability to record, convey, and present information, explain procedures, and follow instructions.
6. Must be able to pay close attention to detail and concentrate in an environment of frequent disruption and moderate to high stress levels.
7. Must possess the ability to speak and deliver information at public forums/events to large groups.
8. Must be able to attend meetings and conduct field studies.
9. Must be able to operate a vehicle.
10. Must maintain professional dress and appearance.

QUALIFICATIONS:

To do this job successfully, an individual must be able to perform each essential duty satisfactorily. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The requirements listed below are representative of the

Position Description

knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. EDUCATION/TRAINING:

Bachelor's degree in Urban & Regional Planning, Geography, Architecture/Landscape Architecture, Public Administration, Communications, or related field is required. Experience with Esri ArcGIS Software is preferred.

B. WORK EXPERIENCE:

0-6 years' of previous relevant work experience in planning, GIS, architecture/landscape architecture, public administration, communications, or any combination of education and work experience that provides equivalent knowledge (i.e. Master's degree).

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Must be able to speak and understand the English language in a proficient manner in order to carry out essential job duties.
2. Must possess good communication and interpersonal skills.
3. Must possess the ability to function independently, have flexibility, and the ability to work effectively with employees and co-workers.
4. Must possess the technical knowledge to operate a computer at an intermediate skill level and use other office equipment to perform job duties.
5. Must possess the ability to make independent decisions when circumstances warrant such action.
6. Must possess the ability to follow instruction and complete required forms and documentation without error.
7. Must possess the ability to multi-task while maintaining concentration and productivity.
8. Must possess knowledge of office procedures, best practices, and methods.
9. Must possess the ability to speak in front of large groups and present information in a satisfactory manner.

STARTING SALARY: \$48,191.06 - \$66,259.86 DOQ , plus excellent benefits package. 37.5-hour workweek, 13 paid holidays.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF PLANNER AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

4

Position Description

Signature of Employee

Date

Signature of Supervisor

Date

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.