



# Planner

Department: Planning & Community Development

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## DESCRIPTION

Position that organizes, controls, and optimizes work, resources, or space to achieve specific goals and efficiency. Planner will analyze data, develop strategies, and manage timelines across fields like urban development, logistics, and project management. The core of the role is to bridge strategy and execution.

## KEY RESPONSIBILITIES

- Develop planning studies and reports, create schedules, set deadlines, and ensure projects stay on track.
- Review and analyze moderately difficult development proposals and site plans to forecast needs, and develop plans for conformance with codes, plans, and regulations to meet long-term objectives.
- Collect a variety of statistical data and prepare and present detailed reports on development proposals and act as liaison between stakeholders such as: developers, engineers, community, municipal, development organizations and agencies, Planning Commission, and County officials.
- Support administration and coordination of the County's annual PHARE affordable housing grant program and act as project lead, when needed.
- Administer County's annual CDBG allocation with technical assistance from SEDA COG.
- Function as coordination support for the County Wide Action Plan (CAP).
- Collect and maintain data related to socio-economic, demographic, housing, and employment trends in the County.
- Maintain a general knowledge of land use issues and current county and local regulatory controls pertaining to subdivision and land development, zoning, floodplain, storm water and sewage to fulfill county and municipal community and economic development needs, and conduct research on best practices.
- Conduct field visits and perform other information gathering duties to investigate or determine development opportunities.
- Provide specialized technical assistance to other staff, county agencies, and local governments to facilitate development and other unrelated functions that require specialized planning knowledge and skills.
- Provide information to the public regarding development regulations.
- Manage budgets and allocate labor or materials efficiently.
- Attend evening and weekend Planning meetings, as needed.

## DESIRED SKILLSET

- Training, education, and experience in municipal government, real estate, and community planning.
- Internship with a Planning Agency.
- Ability to communicate complex technical and regulatory matters effectively and courteously with regulated or uniformed parties; plus, public speaking and written skills required, and ability to effectively use graphics.

- Knowledge of housing, recreation, and land use planning along with related law and practices is desirable.
- Proficiency with computer systems (preferably current Windows and GIS software) and working familiarity with related office equipment.
- Above average communication and interpersonal skills to explain rules and procedures clearly to the public.
- Creative problem-solving skills to gather relevant information to solve practical problems and address citizen inquiries and concerns.
- Ability to review plans and apply provisions of ordinances and codes to determine compliance with such regulations and apply to field conditions.
- Ability to create graphic designs, development strategies, and render site plans via sketches and/or computer graphics.
- Multitasking capabilities to handle and work on several projects or issues simultaneously.
- Ability to work independently or in a team environment as needed.
- Capability to keep big-picture goals in mind, while attending to details of a project.

## **JOB REQUIREMENTS**

### **Planner I**

- Bachelor's degree in economics, planning, public administration, geography, urban studies, business administration or other field closely related to the position.
- Current valid Pennsylvania driver's license and personal vehicle needed for work-related use.
- Must submit to and pass a drug screening and background check per County policy.

### **Planner II**

- Bachelor's degree in economics, planning, public administration, geography, urban studies, business administration or other field closely related to the position.
- Two (2) years' experience in the planning profession. AICP Certification preferred.
- Current valid Pennsylvania driver's license and personal vehicle needed for work-related use.
- Must submit to and pass a drug screening and background check per County policy.

### **Planner III**

- Master's degree in economics, planning, public administration, geography, urban studies, business administration or other field closely related to the position. Or a Bachelor's Degree with six (6) years of planning experience.
- Four (4) years' experience in the planning profession. AICP Certification preferred.
- Full working knowledge of GIS programs and applications.
- Current valid Pennsylvania driver's license and personal vehicle needed for work-related use.
- Must submit to and pass a drug screening and background check per County policy.

## **Company Description**

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

**County of Lycoming is an Equal Opportunity Employer**

**This Organization Participates in E-Verify**

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