**Senior Planner - Pay Grade 9**

**Reports To: Executive Director**

**FLSA Status: Exempt - Professional**

**Definition:**

A senior level professional planning position responsible for assisting the Executive Director in developing, maintaining and implementing long and short-range planning programs. The position requires assisting the Commission members in the administration of County subdivision regulations and local zoning ordinances, the development of comprehensive plans, or various other transportation planning projects of either a community or regional nature. The Senior Planner performs his/her duties with minimal supervision from the Executive Director and is responsible for overall project design including methodology and final documentation. The Senior Planner exercises authority over both professional and technical staff members.

**Required Training and Experience:**

The position requires the ability to identify solutions for regional/systematic issues affecting the growth and development of the community and to develop alternative policy recommendations for consideration. Successful completion of a Master’s degree in Planning (or a related field such as civil engineering, geography, architecture or public administration, etc.) with four (4) years of progressively responsible planning experience or a Bachelor’s degree with seven (7) years of progressively responsible planning experience. Proven competence in PC-based computer applications including word processing and spreadsheet applications. Documented grant writing capabilities are required. The position requires the possession of a valid State of Ohio motor vehicle operator’s license.

**Required Knowledge and Skills:**

The applicant should have a sound knowledge of the theory, principles, and methods of urban/regional planning. Show a sound knowledge of research methods in population, land use, transportation, housing, etc. Must possess the ability to write and speak effectively on planning and have a good knowledge of federal and state funding programs. The applicant should also have the ability to organize documents with only minimal supervision and be able to supervise other staff members in carrying out planning work. Thorough knowledge of federal and state requirements governing MPO agencies is preferred. The Senior Planner must possess the ability to work harmoniously with staff, Commission members and the general public.

**Description of Duties:**

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position‐specific duties.*

\* Assist the Executive Director in developing the UPWP.

\* Supervise and coordinate the delivery of projects identified in the UPWP.

\* Conduct research in population, land use, traffic, housing, etc.

\* Prepare maps, plans, charts, exhibits, and publications on planning subjects, land use and employment data bases.

\* Prepare comprehensive planning documents.

\* General administration of staff immediately involved in UPWP identified projects as assigned by the Executive Director.

\* Participate in public hearings.

\* Development and implementation of various codes and ordinances including zoning, land use, housing, etc.

\* Other duties as assigned by the Executive Director.