

# Planner

**The Central Mississippi Planning & Development District has been promoting regional excellence since 1968. Our purpose is to assist with creative regional solutions to relevant and emerging issues for our participating governments.**

## **JOB DESCRIPTION**

**Classification:** Non-Exempt  
**Department:** Planning  
**Reports to:** Director of Planning and Management

### **Summary/Objective**

This position is responsible for technical planning work involved in making long range planning studies. The work involves considerable contact with local municipal and county officials in ascertaining their needs and in formulating an effective planning study. Incumbents assigned to this classification are responsible for forming comprehensive plans and programs for utilization of land and physical facilities of areas within the District.

### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions:

1. Assists with preparing and updating comprehensive land use plans, zoning ordinances, subdivision regulations, and other plans and reports.
2. Provides technical assistance and information to municipal and county government officials, and the general public regarding development regulations, including re-zonings, ordinance amendments, site plans, conditional use permits, variances, and other proposals.
3. Interprets and applies applicable state, county and local codes, ordinances, and regulations.
4. Attends numerous meetings, conferences, and seminars to view models and examples of projects that could be used within the District and for general educational development.

### **Competencies**

1. Building Collaborative Relationships
2. Diagnostic Information Gathering
3. Technical Expertise
4. Analysis & Problem Solving

### **Supervisory Responsibility**

This position has no supervisory responsibilities.

### **Work Environment**

While performing the duties of this position will occur mainly in an office environment, the employee may travel by automobile and be exposed to changing weather conditions.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to stand, walk, sit; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and

arms. The employee frequently lifts and moves up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Position Type/Expected Hours of Work**

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

### **Required Education and Experience**

Graduation from an accredited four-year college or university with a bachelor's degree in Urban and Regional Planning or a related degree. Certification as a member of the American Institute of Certified Planners (AICP) and/or master's degree preferred

### **Additional Eligibility Qualifications**

- Considerable knowledge of principles and practices of planning, including transportation and land use planning, and ability to apply such knowledge in practical situations.
- Considerable knowledge of computer hardware and software systems such as Microsoft Office, internet applications and GIS.
- Oral and written communication and interpersonal skills to present findings to various boards and committees.
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Ability to exercise tact and good judgment in dealing with others, to make sound decisions.
- Ability to express ideas and opinions clearly and concisely.
- Must have and maintain a valid Mississippi driver's license.

### **AAP/EEO Statement**

CMPDD provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

### **Other Duties**

1. Collects a variety of statistical data and prepares reports. Including graphic illustrations, and maps on topics such as census information, land use, tax base data, and occupancy rates.
2. Conducts field evaluations and assessments.
3. Works and communicates with various agencies and organizations to stay informed on projects that will assist jurisdictions and organizations in the District.
4. Assists Division Director in a variety of functions related to the implementation of long and short-range programs or projects within the District.
5. Serve as back-up and supplemental assistance for designated duties within the Planning Division.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. The absence of specific statements of duties do not exclude those duties from the position if those duties are related, similar, or a logical assignment of the position.

**Signatures**

Supervisor \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_