

CLASSIFICATION SPECIFICATION
LORAIN COUNTY
 An Equal Opportunity Employer

TITLE: Planner II
CLASS NO.:

JOB RESPONSIBILITIES: Under general direction, assist the Community Development Director with the coordination and development of county-wide and strategic plans for Lorain County and administration of the Building Department; provides assistance to the Planner III with subdivision and zoning reviews; performs research on Building Department formation and operation, completes other related duties as required; enters/retrieves data from systems to establish and maintain database; coordinates the exchange of information between jurisdictions; etc.

Performs other related duties as required

QUALIFICATIONS (Coursework, training, work experience, or equivalent combination):

Completion of a post-secondary education with a Bachelor's Degree in Business Administration, Public Administration, Planning, Construction Management or related discipline plus two years of related experience in private industry or public sector and/or combination of the above education and experience is preferred; must possess a valid Ohio vehicle operator's license and continuing eligibility for coverage under the existing county vehicle insurance policy.

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:

A valid Ohio vehicle operator's license and the ability to maintain coverage under the county vehicle insurance policy.

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
25%	1. Assists the Community Development Director with the coordination and development of county-wide and strategic plans for Lorain County; assists with administration of County Building department activities (e.g., collects, analyzes and interprets social, economic, and engineering data for planning and community development programs; prepares maps, tables and charts; prepares reports, plans and strategies regarding urban and community	1. Knowledge of (a) geographic layout of the county,* (b) government structure and process, (c) safety practices and procedures, (d) community planning, (e) community resources and services, (f) records management; skill in (g) computer operation, (h) use modern office equipment, (i) the use or operation of community planning tools, instruments, and equipment; ability to (j) interpret extensive variety of technical

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% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
	1. (continued). issues; etc.); etc.	1. (continued) material in books, journals, and manuals, (k) deal with many variables and determine specific action, (l) recognize unusual or threatening conditions and take appropriate action, (m) define problems, collect data, establish facts, and draw valid conclusions, (n) exercise independent judgment and discretion, (o) understand, interpret, and apply laws, rules, or regulations to specific situations, (p) prepare accurate documentation, (q) communicate effectively, (r) handle sensitive inquiries from and contacts with officials and the general public, (s) develop and maintain effective working relationships, (t) travel to and gain access to work sites
15%	2. Provides technical assistance to developers, local officials and related organizations; establishes contact with business, community leaders, and members of public to address matters relating to community planning and development; etc.	2. Knowledge of (a),* (b), (c), (d), (e), (u) community planning laws, rules and regulations (v) safety practices and procedures skill in (g), (h), (i) ability to (j), (k), (l), (m), (n), (o), (p), (q), (r), (s), (t).
15%	3. Establishes and implements educational programs (e.g. public workshops tours, publications, etc.) regarding land use, zoning, recreation, conservation planning, and alternative development options.	3. Knowledge of (a),* (b), (c), (d), (e), (u), (v) skill in (g), (h), (i) ability to (j), (k), (l), (m), (n), (o), (p), (q), (r), (s), (t).
10%	4. Works on and/or as directed implements special project activities; prepares studies and reports; assists with administration of the County's flood plain program; etc..	4. Knowledge of (a),* (b), (c), (d), (e), (u), (v) skill in (g), (h), (i) ability to (j), (k), (l), (m), (n), (o), (p), (q), (r), (s), (t).

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Approval Date _____

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5-10%	4. Coordinates on behalf of Community Development with permitting agencies including Building Department, Lorain County Engineer, Lorain County General Health District and Lorain County Storm Water Management District; etc.	5. Knowledge of (a),* (b), (c), (d), (e), (u), (v) skill in (g), (h), (i) ability to (j), (k), (l), (m), (n), (o), (p), (q), (r), (s), (t).
5%	6. Performs other duties as assigned	

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