

## **PLANNER**

The Boone County Planning Commission is interested in filling a Planner position. Boone County, Kentucky is the leader in population and job growth in Northern Kentucky and the home to the CVG Airport. The community has a diverse economic base of industrial, retail, medical, office, tourism and recreation. The primary duties of the Planner position are to review plans and permits, prepare reports, make presentations to the Planning Commission and Board of Adjustment, and conduct field inspections. Qualifications include a Bachelor's degree in planning or related field with a minimum of 5 years of pertinent work experience. Detailed knowledge of land use planning and zoning principles are a requirement of this position. Demonstrated technical, interpersonal, public speaking, organizational, computer (GIS), research and written skills are also required. Some knowledge or work experience of building architecture or the design review process is preferred. A detailed job description and position requirements are available at [www.boonecountyky.org/pc](http://www.boonecountyky.org/pc). Starting salary range is between \$50,586 and \$60,957/year, based upon qualifications and work experience. The position also includes an excellent benefits package.

Send letter of interest, resume and three work references to:

Michael Schwartz  
Boone County Planning Commission  
P.O. Box 958  
Burlington, KY 41005  
[mschwartz@boonecountyky.org](mailto:mschwartz@boonecountyky.org)

The Boone County Planning Commission is an Equal Opportunity Employer.

<p><b>PLANNER (ZONING SERVICES DIVISION)</b> <b>JOB DESCRIPTION</b> <i>(Exempt Position)</i></p>
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### **General Definition of Work**

The Planner (Zoning Services Division) position primarily performs a variety of zoning functions in the office. Work is performed under the general supervision of the Director of Zoning Services. This Planner position serves as a reviewer of site plans, subdivision plans and various types of permits, Board of Adjustment applications and conducts field inspections.

### **Typical Duties or Tasks**

- 1) Reviews different plans for immediate and future development, including site plans, subdivision plans, design review applications, zoning map amendment requests, concept development plan requests, and conditional use and variance applications.
- 2) Reviews sign permits and zoning permits as determined by the Director of Zoning Services.
- 3) Reviews and presents Board of Adjustment and Planning Commission applications.
- 4) Prepares technical staff reports and presents findings to the appropriate board, commission or administrator.
- 5) Prepares reports and graphic displays illustrating data and demographics analyzed when needed. Also prepares maps and other graphics in conjunction with other tasks.
- 6) Acts as a technical advisor to other staff members.
- 7) Assists in the development of studies, planning documents and reports.
- 8) Responds to inquiries from the public and local officials on planning and zoning related issues.
- 9) Assists in enforcement or inspection activities.
- 10) Performs other planning or zoning related tasks as required.

### **Knowledge, Skills, and Abilities Required**

General knowledge of the principles and practices of land use planning and zoning, including some knowledge of economics, land development and environmental design principles. Some understanding and work experience with ESRI GIS software and Microsoft Office software programs. Ability to analyze and systematically compile technical and statistical information and reports, and present the results in a clear manner.

Ability to evaluate and describe aspects of site and building design and construction. Ability to establish and maintain effective working relationships with developers, property owners, colleagues, representatives of other agencies and the general public. Excellent communication, computer, written and public-speaking skills are required.

**Education and Experience**

Bachelor's Degree in urban planning or related field from an accredited college or university with at least 5 years of professional work experience in the planning or zoning field. An additional degree in a complimentary field is preferred.

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