**Senior Planning Specialist – Zoning Division**

**Grade: 5**

**FLSA: Non-Exempt**

**Date: 03/19**

**Job Summary:** Provides vital administrative support to the Zoning Administration Division including monitoring the Zoning Board of Appeals process; evaluating all environmental permit applications for submission completeness; handles CAC and DNR grant applications, grant submission requirements and quarterly, annual and semi-annual reports, communicating daily with diverse groups of customers and coworkers within the department as well as other county departments, state and federal organizations and other organizations outside the county. Some research of deeds and property histories.

**Essential Functions:**

1. Conduct preliminary reviews of all permit applications for development in the Critical Area and for construction of piers and shoreline protection measures;
2. Ensure an efficient process for monitoring, advertising, and preparing Board of Appeals cases for public hearing;
3. Communicate to surveyors, engineers, builders, and property owners the applicable State and County development regulations and procedures;
4. Prepare and submit Critical area quarterly (FY 20 will become semi-annual) reports and the Scope of Work and Budget for Critical Area Program Funding (annual);
5. Track all Critical Area Planting Agreements over a 3-year period to insure compliance with mitigation requirements;
6. Conduct deed and property research using State and County resources;

7. Prepare mailings and photocopies for the Division and Department;

8. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to effectively communicate, both in writing and verbally, with co-workers, staff from outside departments and agencies, and members of the public;
2. Ability to learn applicable regulations, processes and procedures;
3. Ability to handle multiple tasks, prioritize, and meet deadlines consistently;
4. Knowledge of relevant computer software and other office equipment;
5. Basic math and language skills.

**Education and Experience:**

1. Associate’s Degree; or
2. Two years of job related experience; or
3. Equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date