

# MARQUETTE COUNTY

## PLANNER

### General Summary

Under the supervision of the Senior Planner, conducts research and analyses and organizes data and prepares reports to guide county and local officials regarding community development and land use planning. Serves as an information resource and planning consultant to county and local officials and the general public.

### Essential Functions

1. Prepares plans on topics such as housing, transportation, land use, community facilities, recreation, solid waste management, forest management, and county lands which will guide public policy relative to the future growth of the county. Take plans through various reviews, public hearings approvals, and so forth. Develops timetables and meeting schedules to conform to required deadlines. Conducts research and analyses and organizes data, and prepares reports on topics.
2. Conducts research, analyses and organizes data, and prepares reports on topics as requested by the Board of Commissioners, Planning Commission, and other bodies. Recommends action and presents policy alternatives.
3. Provides staff support to the Planning Commission in meeting legislated reviews, approvals or disapprovals of local comprehensive plans, plan adoption, and maintenance of the county master plan.
4. Assists municipalities in the county prepare land use plans, open space plans, recreation plans and zoning ordinances by gathering and compiling information, preparing reports, and assisting in the preparation of plans.
5. Reviews rezoning proposals to ensure that requested changes are environmentally sound, in accordance with township, municipal, and county plans, and in compliance with legal requirements.
6. Assists the manager in obtaining state and federal grants. Prepares quarterly progress and monitoring reports, final program reports, and financial reports as specified by grant funding requirements. Reviews and recommends the use of various loan programs.
7. Assists Senior Planner with development and implementation of the Forest Management Plan. Tasks may include determining the area to be planted and harvested annually, providing direction to the forester, developing bid specifications and contracts, and providing staff support to the County Forestry Commission.
8. Assists in the preparation of the annual budget.
9. Develops and manages a Geographic Information System (GIS) to serve the needs of various users within the county whose function is dependent upon maps and GIS data.
10. Seeks out sources of grant funding and prepares applications and grants for county departments, other county agencies, and local units of government.

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11. Prepares capital improvement program recommendations ranking them for Planning Commission consideration and for the use of the County Administrator in budget development.
12. As assigned, completes CDBG and other program requirements, conducts public hearings, completes required service reports, coordinates activities with representatives of funding sources. Documents and records service activity, program standards, financial transactions, and conformance to housing chapter of the county comprehensive plan and program objectives. Develops summary reports of activity, initiates changes/redirection of activity as necessary. Presents periodic progress reports to senior staff and county board as required.
13. May serve as the designated liaison with the U.S. Census Bureau.

## Other Functions

14. Represents county position on a variety of topics when meeting with local government units, interest groups, and others and serves on related committees. Builds public support and consensus in promoting county goals.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

## Employment Qualifications

**Education:** Bachelor's Degree or equivalent in Urban Planning & Development or related area.

**Experience:** Two years experience as a Planner, Economic Development Coordinator or related area including experience in the research and writing of grant applications.

**Other Requirements:** Valid Michigan driver's license.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** [This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].

Ability to enter and access information from the computer.

Ability to enter and retrieve information from departmental filing system.

Walks over terrain to inspect construction projects.

Bends, stoops and crawls to inspect crawl spaces attics and other areas being constructed or remodeled.

Drives to sites throughout the County.

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## **Working Conditions:**

Works in office conditions and travels throughout the county to attend meetings.  
Exposure to equipment and construction where risk exists of getting cut, bruised or scraped.  
Works in areas with loud noise (power tools, construction equipment).  
Exposure to odors of paint, vapors, and gases associated with construction sites.