

PLEASE POST !!!

**OPEN POSITION**

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS  
FOR THE FOLLOWING POSITION:

**17 COMMUNITY PLANNER - PLANNING**  
**\$21.8978/hr – 40 hrs/wk.**

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 01/15/2025

REMOVE: OPEN UNTIL FILLED

## MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:           COMMUNITY PLANNER**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to assist the municipalities in Monroe County with the preparation, implementation and maintenance of ordinances and plans related to land use control. Duties include, but are not limited to: updating comprehensive plans; drafting model ordinances; reviewing subdivisions and site plans; and conducting special studies.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Works with municipal boards and councils to draft local comprehensive master plans, zoning ordinances, subdivision ordinances, and planned residential and cluster ordinances.

Reviews subdivisions and site plans received from local municipalities; conducts research; ensures compliance with all local, state and federal legislation and local ordinances; makes recommendations and/or corrections as necessary.

Attends meetings of the municipal planning commissions; provides technical assistance and guidance in planning related issues; fields questions and provides information as required.

Makes recommendations to municipal boards and councils regarding updates and amendments to existing local ordinances relating to planning and zoning regulations.

Supervises and/or participates in field studies to collect data relating to traffic flows, demographics and housing development; using specialized equipment at off-site location to collect data.

Prepares various plans and programs to include general and municipal-specific growth management plans, housing and population capacity studies, grant applications to fund planning studies, and other plans as required.

Utilizes desktop GIS applications to provide cartographic assistance to municipalities and for general planning purposes.

Maintains and updates U.S. Census Bureau figures and information; communications with agency and/or reads manuals and books to collect information; develops demographic projections.

Assists staff, agencies and the general public with demographic data, traffic counts, land use, zoning, and other related issues; resolves problems and answers questions in person and on the phone regarding municipal land use ordinances.

Represents the county at various regional planning meetings related to rural transportation, housing and economic development; maintains integrity and professionalism at all times.

Drafts, prepares and types various correspondence to include letters, memoranda, forms, documents and other reports and information as required; reviews, signs and/or submits to appropriate individuals for approval; makes copies and files.

Attends meetings, conferences, seminars, workshops and training classes to stay apprised of changes in legislation and current trends within the industry; applies current information to daily work routine; provides feedback to staff regarding new information and training sessions; ensures compliance by other county staff.

Supervises interns and part-time employees involved with county planning activities.

## **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in urban and/or regional planning or closely related field; supplemented by two (2) year of previous experience and/or training involving land use planning or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of logical or scientific thinking to implement both intellectual and practical relationships. Involves responsibility for consideration and analysis of complex organization problems of major functions.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.