

PLANNER

General Purpose

The Planner is a part of the planning and engineering team responsible to assist in implementing the *Kernersville Development Plan* and Vision. This position is under the general direction of the Community Development Manager and is involved in all aspects of planning for the community's land use, transportation, parks and recreation, downtown, infrastructure and redevelopment activity. The Planner is also the project manager for the engineering and planning review of construction projects, executing the review process, and closing out the development reviews of the Planning and Engineering Division. The Planner exercises considerable independence in carrying out the programs and projects of the Planning and Engineering Division.

Distinguishing Features

This position is required to work with citizens and public officials on planning and engineering projects. Analyzes plans and makes recommendations related to the physical, social and economic development of the community and its neighborhoods. Prepares staff reports for Planning Board, Board of Adjustment, and Board of Alderman consideration. An employee in this class supervises and participates in performing moderately complex and difficult planning tasks in connection with the design and construction of public infrastructure to promote SMART growth. Responsible to coordinate inter and intra-governmental activities. Prepares grant applications, budgets, records and reports related to projects. Performs complex research, makes demographic projections, and prepares studies. Assignments are received orally or in writing, and require independent judgment and initiative in planning work and making decisions.

Essential Duties and Illustrative Examples of Work

Essential duties are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Manages complex comprehensive plan amendments, rezonings, annexations, site plans, and plats.
- Gathers data to prepare reports and technical studies.
- Presents assigned development projects to the Planning Board and Board of Aldermen, to include discussion of interagency review issues and citizen concerns.
- Performs proposal and project presentations.
- Attends meetings both within and outside the community pertaining to existing and potential projects.
- Coordinates and consult with Federal, State, Regional and Local regulatory agencies on scope and impact of project.
- Understands and complies with applicable federal, state and local laws, regulations and guidance.
- Coordinates transportation and regional planning with the surround jurisdictions.

Knowledge, Skills, and Abilities

- Advanced knowledge of the philosophies, principals, practices & and techniques of planning.
- Well-developed knowledge of one or more planning disciplines, such as urban design, transportation, economic development or land use.
- Exposure to civil engineering design processes and procedures and surveying.
- Considerable knowledge of construction techniques and processes.
- Ability to operate ESRI software.
- Considerable knowledge of mapping processes and techniques, processes, and procedures.
- Working knowledge of legal processes involved in encroachments and land acquisitions.
- Ability to read plans and specifications.
- Ability to communicate effectively with the general public, contractors, and other employees.
- Ability to maintain effective working relationships with the general public and other employees.
- Ability to plan and organize work and maintain the necessary records and reports in the leadership capacity.
- Advanced knowledge of the philosophies, principals, practices & techniques of planning, transportation and engineering.
- Well-developed knowledge of one or more engineering and planning disciplines, such as urban design, transportation, infrastructure design or land use planning.
- Ability to read, analyze, and interpret business and technical procedures and governmental regulations.
- Excellent written and oral communication skills.
- Make persuasive presentations on complex topics to top management, public groups and/or boards, and employees.
- Write plans, reports, correspondence, procedures and other required documentation.
- Demonstrated project management skills.
- Define problems, collect data, establish facts and draw valid conclusions.
- Ability to work with detail, problem solve, and communicate problems.
- Ability to work on several projects or issues simultaneously.
- Ability to manage projects effectively and meet firm deadlines.
- Technical expertise or hands-on experience with applicable technology and software such as ESRI, and Microsoft.

Physical Requirements

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, grasping, fingering, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally, 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to compile and compute data and statistics, operate a computer terminal, do extensive reading, and use measuring devices.

Education and Experience

See attached Career Ladder for qualifications.

Fair Labor Standards Act (FLSA) Status

Non-Exempt

2023

Planner Career Ladder

The purpose of this section is to provide employees a guide for future advancement within the structure of the Planner Rank Structure. This plan allows for employee advancement through skill development, educational attainment, job proficiency, and acceptable performance.

Classification	Criteria
Planning Technician	Required Certifications: High School Diploma or equivalent. This is entry level position for the Planner Career Ladder. No formal planning experience is required for entry. Works as a team to obtain training and experience for career ladder growth through a Professional Development Plan.
Planner I	Required Certifications: Bachelor's degree in transportation planning, urban and regional planning or public sector related field; or Two years of professional planning or transportation experience. <i>For internal promotional purposes:</i> No disciplinary action during the preceding 12 months. Illustrative Examples of Work In addition to task associated with Planner I: <ul style="list-style-type: none">• Does research of data and statistics for reports for the department.
Planner II	Required Certifications: Bachelor's degree in transportation planning, urban and regional planning or public sector related field; three years of professional

	<p>planning or transportation experience; or an equivalent combination of education and experience.</p> <p>AICP Certification must be obtained within 2 years of employment or promotion.</p> <p><i>For internal promotional purposes:</i> No disciplinary action during the preceding 12 months.</p> <p>Illustrative Examples of Work</p> <p>In addition to task associated with Planner I:</p> <ul style="list-style-type: none"> • Works with clerical assistant to assure proper notification steps are taken in rezoning cases. • Assists with daily inquiries from the contractors, engineers, developers, property owners, and the general public on interpretation of land use questions; refers precedent setting questions to Community Development Manager.
Planner III	<p>Required Certifications:</p> <p>Bachelor's degree in transportation planning, urban and regional planning or public sector related field. Minimum of 5 years of professional planning or transportation experience.</p> <p>AICP Certification must be obtained within 2 years of employment or promotion.</p> <p><i>For internal promotional purposes:</i> No disciplinary action during the preceding 12 months.</p> <p>Illustrative Examples of Work</p> <p>In addition to task associated with Planner I & II:</p> <ul style="list-style-type: none"> • Prepares planning data; interprets maps and data; prepares special growth projections; works with committees on planning issues; makes presentations as necessary; assists Community Development Director in preparation of a variety of planning issues. • Assists Community Development Director with data for long range planning efforts and provides population and

	<p>socio-economic interpretation of census, land use, and other data on which this plan is based.</p> <ul style="list-style-type: none">• Performs special projects for planning function.
Senior Planner	<p>Required Certification (In addition to Planner III):</p> <p>Master's degree in transportation planning, urban and regional planning or public sector related field; or equivalent combination of education and experience. Minimum of 7 years of professional planning or transportation experience.</p> <p>AICP Certification must be obtained within 2 years of employment.</p> <p><i>For internal promotional purposes:</i> No disciplinary action during the preceding 12 months.</p> <p>Illustrative Examples of Work</p> <p>In addition to task associated with Planner I, II & III:</p> <ul style="list-style-type: none">• Prepares planning data; interprets maps and data; prepares special growth projections; works with committees on planning issues• Performs advanced professional work related to variety of planning assignments.