



PROFESSIONAL CAREER OPPORTUNITY

The Clark County Community & Economic Development Department seeks a senior county planner. This rare professional career opportunity is the lead position for all planning activities of the County Community & Economic Development Department. Clark County is a medium sized urban and rural community in west central Ohio on the cusp of exciting growth and development.

Essential duties and responsibilities include the following:

- Utilizing discretion and independent judgment with significant matters regarding planning, leads and coordinates work activities of planning and zoning staff
- Interacts with applicants and their agents regarding land use development and regulations, comprehensive plan and related planning documents
- Assists with planning/development situations as directed and provides technical expertise
- With discretion and independent judgment, counsels applicants and/or their agents on filing requirements and procedures for rezoning requests, major and minor subdivisions, and applications to the BZA, CPC & RZC; reviews and processes petitions and applications to county planning boards
- Coordinates the review process for lot splits with county departments
- Administers addressing for the unincorporated areas of Clark County
- Coordinates the maintenance of paper and electronic files of all planning and zoning activities
- Oversees and updates the content of the planning and zoning portions of the department's website
- Attends, conducts and participates in various meetings relevant to planning and zoning design and plan review, and other county development initiatives;
- Prepares agendas, staff reports and meeting packets, and PowerPoint presentations to county planning boards; prepares zoning certification packets to county commissioners as required; prepares agenda and meeting packet for TRC meetings; facilitates TRC meetings; assists in maintaining planning board membership and meeting records.
- Conducts research of various reports, studies, and other documentation to gain information, develop recommendations, determine compliance, and apply to county planning functions; reviews subdivisions, site plans and proposed ordinances; ensures compliance with all federal, state and local laws and legislation; makes recommendations for changes or alterations; consults with supervisor regarding specific areas of concern; prepares amendments to zoning and planning regulations; prepares addresses for newly created parcels; responds to requests for address correction.
- Formulates, develops policies, and implements operating practices and develops updates to comprehensive plan
- Compiles data and assimilates such into various reports and records for documentation and presentation purposes, accountability, and future reference, i.e., impact studies, population data and analysis, maps, diagrams
- Operates a personal computer to enter, retrieve, review or modify data, utilizing, Microsoft Word, Access, Excel, and PowerPoint, BS&A, internet, email, and/or other software; and operates/maintains general office or other equipment as necessary to complete essential functions
- Excellently and professionally communicates orally, in writing, and publically with elected and appointed officials, director, business manager, grant organizations, other employees, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems
- Attends meetings, conferences, seminars, workshops and training classes to stay apprised of changes in legislation and current trends within community development; applies current information to daily work routine; provides feedback to staff regarding new information and training sessions
- Coordinates changes to BS&A software and data

Minimum qualifications:

- Bachelor's degree in-Urban Planning or closely related land use field and six (6) years progressively responsible planning experience as indicated in essential duties and responsibilities working for a municipal and/or county government, municipal or public sector organization; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Ability to work independently and in a team environment
- Analytical, organizational, logical thinking, problem solving abilities and future planning oriented
- Must possess and maintain a valid Ohio driver's license and required insurance coverage.

Additional information:

- Annual salary \$59,000 to \$72,800, dependent upon qualifications
- The office for this position is located at 3130 E. Main St., Springfield, Ohio 45503
- The position reports to the Community & Economic Development Director
- Salary will be dependent on experience and qualifications. The position includes a generous County benefits package, including paid holidays, sick leave, vacation, and insurance benefits
- The normal working hours are 7:30 a.m. to 4:30 p.m., Monday-Friday, however occasionally evening meetings will occur
- The first review of resumes begins November 28, 2022

Qualified and interested?

- Submit all of the following documents: a completed Clark County employment application, a resume, and a letter of interest
- All three documents may be submitted via email hr@clarkcountyohio.gov, dropped off in person on the 3rd floor at the Springview Government Center located at 3130 East Main St., Springfield, Ohio 45505, or faxed to (937) 328-2486
- Please be sure to specify knowledge, skills and abilities applicable to the position for which you are applying
- Applications may be obtained in the Personnel Office at Springview Government Center or on-line at www.clarkcountyohio.gov

Clark County is an Equal Opportunity/ADA Compliance Employer, M/F V/H
Clark County does not discriminate on the basis of age, ancestry, color, disability, ethnicity, familial/marital status, gender identity, genetic information, language, military/veteran status, national origin, pregnancy, race, religion, sex, sexual orientation, socio-economic status.

Your County. Your Life. Your Impact.