

**Oldham County Fiscal Court  
Community Planner**

Oldham County Fiscal Court is accepting applications for Community Planner for the Planning and Development Services Department. Duties include but are not limited to: researches, compiles and analyzes data related to planning issues and specific applications. Provides information to the general public regarding zoning, comprehensive planning, inspections and other related matters. Minimum requirements of a Bachelor's degree from a four-year college or university plus or one year related experience and/or training; or equivalent combination of education and experience. Please submit completed applications by December 13, 2018.

Applications are available and should be submitted to: Oldham County Fiscal Court  
HR Manager, Tina Schaaf  
100 West Jefferson, Suite 4  
LaGrange, KY 40031

Applications and additional information regarding the position are available on the County website at [www.oldhamcountky.gov](http://www.oldhamcountky.gov)

Oldham County Fiscal Court is an Equal Opportunity Employer and a Drug-Free Workplace.

**Oldham County Fiscal Court  
Job Description**

**Job Title:** Community Planner II (Sr. Planner)  
**Department:** Planning & Development Services  
**Reports To:** Planning & Development Director  
**FLSA Status:** Exempt  
**Job Grade:** 33 (37.5)  
**Salary Range:** 40,575.60      52,748.28      64,920.96  
**Approved By Fiscal Court:** 02/03/2015

**Summary:** This position is responsible for assisting in integrating diverse planning projects with the overall objectives of the County. Organize short-and long-range planning activities in the areas of comprehensive planning and community development

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Answers flood plain questions and signs Division of Water permit applications.

Supervises and directs the preparation of highly detailed studies and comprehensive plans. Develops long-range and community development planning policies.

Researches, prepares, and presents zoning ordinance amendments to the Study Review Committee, Planning Commission and legislative bodies.

Interprets zoning regulations, researches and drafts amendments to these regulations as needed.

Maintains contact with responsible governmental officers, civic organizations and the general public concerning data collection, goal formulation, and explanation and interpretation of the plan

Supervises and directs the development of technical data and reports concerning master planning, capital improvement programming, development policies and other planning activities.

Serves on various regional technical committees and boards as the representative for the county.

Keeps abreast of legislation and new developments in the field of planning and design.

Makes public presentations.

Writes staff reports for the Planning Commission and Board(s) of Adjustments.

Assists with office administration as assigned.

**Supervisory Responsibilities**

Directly supervises 1-3 employees in the Planning & Development Services Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Bachelor's degree (B. A.) from four-year College or university in a related field; or three years related experience.

Other combination of experience and education may be substituted.

### **Computer Skills**

To perform this job successfully, an individual should be proficient in Microsoft Office to include Word, Excel and Outlook.

### **Certificates, Licenses, Registrations**

Valid Driver's License  
AICP Certification preferred

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit and use hands to finger, handle, or feel. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Occasional site visits may include walking over uneven terrain.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Usual office working conditions. The noise level in the work environment is usually quiet.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.