



JOB OPPORTUNITY BULLETIN

Harrison County affords equal job opportunity to all individuals, regardless of race, color, religion, sex, age or national origin.

Today's Date: **January 29, 2025**

Date Listing Will Close: **February 5, 2025 at 5:00 p.m.**

The following department has a vacancy for qualified employees in the following position:

Class Specification: Location / **Planner I**

Department: Salary: **Zoning**

\$35,000 to \$40,315

Position Summary: **See Attached Job Description**

Job Duties and Responsibilities: See Attached Job Description Qualifications Experience:

See Attached Job Description

E.O.E. and A.D.A.

HARRISON COUNTY PERSONNEL/HUMAN RESOURCES

1801 - 23rd Avenue, Second Floor, North Hall, Gulfport Courthouse

Phone: (228) 865-4194 Fax: (228) 865-4162

www.co.harrison.ms.us

APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.

**HARRISON COUNTY, MISSISSIPPI
JOB DESCRIPTION**

JOB TITLE:	Planner I		
DEPARTMENT:	Zoning	FLSA STATUS:	Non-Exempt
REPORTS TO:	Zoning Administrator	POSITION CODE:	8810

MAINTENANCE REVIEW DATE: 11/20/2024

This job description on should not he interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

JOB OBJECTIVE: The purpose of this position is to review the physical and developmental characteristics of areas for the development of plans, meet with citizens, developers, and other interested parties to establish priorities for the development in Harrison County.

ESSENTIAL JOB FUNCTIONS:

1. Receive the public citizens and provide customer service and assistance.
2. Answer incoming calls; Answer general zoning questions. Ex: what the property is zoned, what is allowed in the particular zoning districts, explain in detail the process of a conditional use if needed, special use districts, variances, application deadlines for the planning commission meetings, etc.
3. Accept and assist in completing manufactured home questions for customers.
4. Explain to the citizens what is needed for a building permit application. Ex: building permit application, two sets of construction documents, a perk test from the health department or a will serve letter from a utility company, a site plan and copy of the warranty deed.
5. Writes recommendations for land use and other development projects by analyzing information received from neighborhood associations and other organizations and professional publication.
6. Assist customers in filling out business license applications and ensure the correctness of the address; prior to issuance of a commercial business license, ensure the landscaping standards per the zoning ordinance are met.
7. Ensure the request for a home-based business is in scope of the rules and regulations of the ordinance; Assist business owners in filling out business license applications and make sure that the type of business proposal at the locations is allowed per the zoning ordinance.

8. Research, retrieve, and renew deeds, covenants, Home Owner Associations for specific uses on the property; Provide zoning maps to citizens as requested.
9. Review the zoning ordinance and ensure it is followed and recommend any corrections/updates if necessary.
10. Assist customers with the planning commission applications and ensure completeness and accuracy are demonstrated.
11. Write legal notices for the variance cases on the planning commission agenda.
12. Accept and sign off on the planning commission applications upon receipt from the customer.
13. Go on site visits to properties with cases on the agenda as needed with the administrators.
14. Attend every planning commission meeting and answer any staff questions as needed.
15. Assist customers who would like to split their property and sub-divide parcels of land. Review the applications and along with Engineering, ensure all lot splits follow the rules of the ordinance.
16. Review all subdivision proposals for ordinance regulation requirements and ensure each one has approval from the Engineering Department.
17. Work with ArcGIS maps and answer the citizens' questions concerning property inquiries.
18. Compute a zoning work-up sheet for every residential and commercial application for building permit received.
19. Review landscape standards for every residential and commercial building permit application.
20. Make sure every new commercial building is constructed meets all required points for the Green Development standards.
21. Review requests for temporary power on property.
22. Attends Planning Commission meetings to present plans, answer questions and provide information regarding characteristics of development applications.
23. Provides information to prepare graphs, maps, and other graphics materials for inclusion in plans and public presentations.
24. Operates a County pool automobile to visit areas and gather information for Department projects.

SECONDARY DUTIES AND RESPONSIBILITIES:

1. Maintains the data management system which contains development information for the County.
2. Attends intra-governmental meetings as a representative of the zoning department.
3. Other related duties as required

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles and practices of urban or regional planning.
- Knowledge of the principles of demographic research and reporting.
- Knowledge of the legal terminology and requirements for land use.
- Knowledge of descriptive-statistics.
- Familiarity with Arc/Info computer software.
- Skill in the operation of an automatic transmission automobile.
- Ability to communicate effectively, both orally and in writing.
- Ability to read and interpret maps, plats, and blueprints.
- Ability to read and interpret County ordinances regarding land use, zoning, lot splits, and code violations.
- Ability to prepare and present technical data in narrative form.
- Ability to gather and analyze data from various sources for research projects to determine the characteristics of specific neighborhoods.
- Ability to maintain detailed records and files.

EDUCATION AND EXPERIENCE REQUIRED:

- Bachelor's Degree in Planning or related field.
- Two (2) years of work experience in urban and regional planning, zoning and building regulation, enforcement of building and regulations, or related field.
- Any equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS:

- Must possess a valid Mississippi Driver's License before employment and maintain licensure for duration of employment in this position.
- Municipal International Code Council Certifications, preferred.

SALARY RANGE: \$35,000 - \$40,315 Annually

PHYSICAL REQUIREMENTS:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	YES	NO
Work involves lifting, pushing, pulling or carrying 40 pounds or more		✓
Work involves the operation of earth-moving equipment or commercial motor vehicles		✓
Work involves the operation of non-commercial motor vehicles	✓	
Work involves the operation of tools such as axes, shovels, sling blades, etc.		✓
Work involves the operation of motorized equipment such as chain saws, power saws, jackhammers, lawn mowers, tractor		✓
Work involves climbing or running		✓
Work involves stooping, bending, twisting, or reaching out in unusual positions		✓
Works above ground or floor level, such as on stools or ladders		✓
Works in a relatively high average temperature over a long period of time		✓
Work involves considerable physical exertion of the whole body over a long period of time		✓
Work requires near vision (20 inches or less)	✓	
Work requires distance vision (20 feet or more)	✓	
Work involves the detection of color differences	✓	
Work involves determination of the correct location of a sound, such as footsteps	✓	
Work involves hearing and understanding conversation or sounds	✓	

WORK ENVIRONMENT:

The environmental conditions marked below are common to this job:

	YES	NO
Outdoor Weather Conditions		✓
Wet, Humid Conditions (non-weather)		✓
Work Near Moving Mechanical Parts		✓
Work in High, Precarious Places		✓
Fumes or Dust		✓
Toxic or Caustic Chemicals		✓
Extreme Heat (non-weather over 90° F.)		✓
Low Noise (e.g., business office)	✓	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)	✓	
Loud Noise (e.g., jackhammer, heavy motorized equipment)		✓