



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 20, 2022

Date Listing Will Close: January 27, 2022 @ 5:00 PM

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

Class Specification Planner I

Department: Zoning Administration

Salary: \$34,000.00- \$39,000.00 per year

Position Summary: See Attached Job Description

Job Duties and Responsibilities: See Attached Job Description

Qualifications / Experience: See Attached Job Description

HARRISON COUNTY HUMAN RESOURCES

1801 – 23rd Avenue, First Floor, South 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.

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

**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: January 20, 2022

CLOSE DATE: January 27, 2022

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: Reviews the physical and developmental characteristics of areas for the development of plans, meets with citizens, developers, and other interested parties to establish priorities for the development of these areas.

ESSENTIAL JOB FUNCTIONS:

1. Answers questions and provides information to citizens, developers, and other interested parties regarding planning procedures, code violations, lot splits and applications to the Planning Commission
2. Writes recommendations for land use and other development projects by analyzing information received from neighborhood associations and other organizations and professional publications
3. Writes narrative materials addressing needs and priorities for inclusion in community plans and other development plans
4. Attends Planning Commission meetings to present plans, answer questions and provide information regarding characteristics of development applications
5. Provides information to prepare graphs, maps, and other graphics materials for inclusion in plans and public presentations
6. Operates a County pool automobile to visit areas and gather information for Department projects

SECONDARY DUTIES AND RESPONSIBILITIES:

1. Monitors and ensures the updating of County Land Use Plans
2. Writes agenda items for the Planning Commission
3. Maintains the data management system which contains development information for the County
4. Attends intra-governmental meetings as a representative of the zoning department
5. Develops perspectives and conceptual designs to help visualize proposals
6. Performs other related duties as required

SUPERVISORY RESPONSIBILITIES: None.

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 ArcMap and Microsoft Office 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

ADDITIONAL REQUIREMENTS: Must possess a valid Mississippi Driver's License before employment and maintain licensure for duration of employment in this position

These knowledge, skills, and abilities are usually, although not always, acquired through the completion of a Bachelor's degree in Urban Planning, Regional Planning, Civil Engineering, or a related area and two (2) years of experience in urban planning, or a related area. Equivalent combinations of education and experience will be considered.

SALARY RANGE: \$34,000.00 - \$39,000.00

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		✓
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	✓	
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)		✓