

## Athens County Assistant Planning Director Job Description

Qualifications: Degree or background in Planning, Geography or related field of study. Preference will be given to applicants that possess good knowledge and understanding of planning, excellent writing and verbal skills, and ArcGIS. Must possess valid Ohio driver's license or equivalent and maintain acceptable driving record.

1. Assist Planning Director will assist Planning Director to carry out goals of the Regional Planning Commission

Assist with development of studies and reports relating to physical environmental, social, economic and government characteristics of the county, i.e. Land Use Plan.

Update Hazard Mitigation and Land Use Plans as needed.

Develop Maps and materials for department use. This position requires knowledge of the use and application of the ESRI Suite

Remain informed of current developments and procedures pertinent to duties; may be required to attend seminars/training

2. Manage various Athens County Programs and Initiatives

Assist with implementation of Athens County Community Challenge i.e. attend community meetings assist with project and community planning as needed.

Supervise volunteer and intern staff attendance and performance. Ensure all job safety requirements are met.

Demonstrate regular and predictable attendance.

3. Serve as initial contact for Zoning, Subdivision, and Floodplain Development inquiries.

Maintain and update records, provide responses, schedule consultations for development planning.

Create guidance documentation and process for various planning related tasks.

Assist with Grant Application Development

Research, write and administer grants as needed. Promote grant opportunities to municipalities and provide technical assistance.

Promote and maintain positive and effective working relationships and good public relationships as a representative of Athens County.

4. Other duties as assigned

### Required Skills

Able to communicate effectively both orally and in writing

The ability to work within time constraints and produce a finished product according to specifications

The ability to exercise sound judgment and be congruent in applying a sound translation methodology

Ability to work independently on project tasks with minimal supervision

Ability to communicate easily and comfortably with others

Excellent research and organizational skills

Highly skilled in MS applications (Excel, PowerPoint, Access, MS Office/Office 365)

Critical problem solving

Use and application of the ESRI Suite

**Additional Requirements:** Work flexible schedule based on needs of office. May drive personal vehicle for county business. Will be required to attend periodic evening meetings and/or to travel within and out of county boundaries to attend meetings and trainings.

Submit an Athens County job application, cover letter and resume to the Athens County Planning Office 280 West Union Street, Suite B Athens, Ohio 45701. Deadline for applications is November 16, 2018 at 4p.m. Applications are available online [www.co.athensoh.org](http://www.co.athensoh.org) under Business, County Forms, and Affirmative Action Employer. Publish November 2<sup>nd</sup> and November 9<sup>th</sup>, 2018.