

COUNTY OF BUCKS

JOB TITLE:	Senior Planner (Housing)	JOB CODE:	813
DEPARTMENT:	Planning Administrative	UNION:	45
FLSA STATUS:	Non-Exempt	GRADE:	40
		REVISION DATE:	07/08/2024

POSITION SUMMARY:

The individual is responsible for the development and oversight of projects essential to implementing housing initiatives. This planner will prepare, implement, and manage housing planning initiatives to ensure that county and local planning issues and projects are supported by accurate planning data and analysis. Supervises staff, provides professional oversight and assists in overseeing technical planning activities related to housing. Possesses housing planning background and experience. Prepares written and graphic reports, projects and maps. Conducts and prepares reviews relating to community and housing planning.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Reports to the Director of Planning Services, and the Executive Director as applicable.
- Works collaboratively with the Department of Housing and Community Development.
- Researches and analyzes housing needs in the county.
- Develops and guides implementation of housing plans and strategies consistent with the county's comprehensive plan.
- Coordinates with internal and external housing partners.
- Develops or assists with content for housing focused planning sessions and forums.
- Supervises and assists in preparing and provides technical advice regarding contract work relating to comprehensive plans, zoning ordinances and subdivision regulations.
- Supervises and conducts required reviews; evaluates proposed comprehensive plans, ordinances and proposals; and prepares reports.
- Performs detailed tasks relating to the development of local and/or county comprehensive plan housing elements.
- Prepares or assists in the production of planning, zoning, and specialized plans and studies related to housing.
- Prepares or assists in the production of GIS maps and GIS related projects
- Compiles and reviews pertinent land use, demographic, socioeconomic, or other housing planning-related data to determine existing conditions and future trends.
- Reviews and prepares comments for subdivision and land development proposals.
- Prepares graphic products including detailed sketches, maps, 3D photo simulations and site plans as required.
- Provides general community planning assistance including but not limited to land use and fiscal analysis/impact reports or studies.
- Attends public meetings, presents information to the public and assists the public as required.
- Attends meetings with staff, municipal officials and other agencies as required.
- Serves as a liaison between the Planning Commission and municipal officials.
- Coordinates and collaborates with other staff members in a 'team approach' for projects.
- Assists with the identification and coordination of grant applications as required.
- Coordinates with local, regional, state, and federal agencies to address housing planning issues (as necessary).
- Performs similar or related duties as assigned by the Executive Director or other Directors within the Department.

QUALIFICATIONS REQUIRED:

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.

- Qualification requirements include demonstrated ability to perform all of the Essential Duties and Responsibilities listed above.
- Master's Degree preferred or equivalent Bachelor's Degree in Planning.
- Minimum five (5) years' experience in housing planning related field.
- AICP licensure preferred but not required.
- Proficiency in the basic principles of planning.

- Ability to effectively and professionally communicate ideas in written and verbal manner, including report preparation and making presentations to the public.
- Must be proficient in Microsoft Word, Publisher, Excel, Outlook, and PowerPoint. Proficiency with Adobe InDesign, Photoshop, Illustrator and SketchUp is a plus.
- Must have access to reliable transportation and be available to attend evening meetings as required.

Position: Senior Planner (Housing)

FUNCTIONAL REQUIREMENTS:

Physical Demands: (Check all that apply)

Balancing	X	Stooping	X	Pushing	X
Climbing	X	Crouching	X	Pulling	X
Crawling	X	Kneeling	X	Handling	X
Standing	X	Sitting	X	Talking	X
Turning	X	Reaching	X	Hearing	X
Seeing	X	Color Vision	X	Depth Perception	X
Mobility	X				

Lifting: (Check one)

X	A) Light	(20-25 lbs)
	B) Medium	(25-50 lbs)
	C) Heavy	(50-100 lbs)
	D) Very Heavy	(over 100 lbs)

Carrying: (Check one)

X	A) Light	(10-25 lbs)
	B) Medium	(25-50 lbs)
	C) Heavy	(50-100 lbs)
	D) Very Heavy	(over 100 lbs)

Aptitudes: (Check all that apply)

Form perception	X	Problem solving	X
Motor coordination	X	Working speed (ex.wpm)	X
Finger dexterity	X	Manual dexterity	X
Computer/VDT ability	X	General learning ability	X
Clerical perception	X		

Environmental Conditions: (Check all that apply)

Extreme cold		Extreme heat	
Temperature changes		Wet conditions	
Humid conditions		Exposure to fumes	
Exposure to blood and body fluids		Noise and vibration	
Exposure to chemicals		Poor ventilation	
Inclement weather conditions;			

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

I certify I am able to perform each and every essential function of the job for which I have applied, with or without a reasonable accommodation.

Signature: _____ Date: _____