

LACKAWANNA COUNTY JOB DESCRIPTION

Department/Office: Planning and Economic Development

Job Title: Assistant Planner

Reports to: Regional Planning Manager

Job Purpose/Overview: The Assistant Planner is responsible for all work tasks assigned pertaining to review of subdivision and land development plans, review of other land use regulation related to land use planning, Geographic Information Systems (GIS) use and to assist the Transportation Planning Manager and Transportation Planner in undertaking field work regarding data collection as required.

Job Duties:

- Prepare reviews of subdivision and land development applications, review applications to amend municipal zoning and subdivision/land development ordinances and review of Act 67 and 68 applications.
- Develop a scope of work for Federal and State grant requests when applicable for special planning studies.
- Provide administrative support and research assistance to the Regional Planning Manager and the department to facilitate the planning process.
- Provide assistance to the GIS Coordinator in the development and production of map products.
- Provide assistance to the Transportation Planning Manager and Transportation Planner in data collection and transportation planning as required
- Other duties as assigned.

Minimum Qualifications:

Requirements:

- A bachelor's degree in planning or a related field and one year of planning experience (internship time at a planning agency is acceptable).
- In lieu of a bachelor's degree in planning or a related field, five years of planning experience in a planning-related profession (i.e. state, county, or municipal government; public or private planning, economic development or environmental agency or firm).
- Must possess the ability to learn laws underlying comprehensive plans, zoning, and subdivision and land development regulations; knowledge of applicable environmental laws and regulations; ability to interpret planning and zoning programs to the general public; interpret and utilize current literature, information sources and research techniques in the field of urban, transportation and environmental planning; perform basic land use plan checking activities; understand and execute oral and written directions; communicate clearly and concisely, both orally and in writing.
- Proficient in the use of laptop/tablet/other mobile computing equipment.
- Proficient in Microsoft Office and familiarity with GIS programs.
- Valid Pennsylvania Driver's License and accessibility to a vehicle.

Desirable:

- An advanced degree or professional certification.

This Job Summary is not intended to be a formal job description or a complete list of responsibilities/qualifications but rather a summary of key job factors.

Lackawanna County is an Affirmative Action/Equal Opportunity employer.

Please submit your application by Tuesday, December 15, 2020 to:

Human Resources
Lackawanna County Government Center
123 Wyoming Avenue, 5th Floor
Scranton, PA 18503
granzaj@lackawannacounty.org

EOE