

# MARQUETTE COUNTY

## SENIOR PLANNER

Department: Resource Management

Classification: 10

FLSA Status: Non-Exempt

Pay range: \$31.16 - \$36.14

Reports to: Manager – Planning

Union: AFSCME 2914

---

### General Summary

Under the supervision of the Manager – Planning, Community Development, Recreation and Forestry, organizes and directs the activities of the Planning Division. Performs all of the functions of the junior planning staff. Serves as project leader by training and coordinating junior planning staff on assigned projects. Administers the County's housing programs and the management of the County Forest.

### Essential Functions

1. Confers with the Manager to receive project priorities, goals, and deadlines. Directs and supervises junior planning staff to accomplish planning programs, evaluating performance with department standards. May assign or reassign junior staff to various projects necessitated by shifting Division priorities.
2. Represents the Manager, Division, or County at meetings or hearings on more difficult department projects or policy matters.
3. Develops the framework for the preparation and implementation of strategic and comprehensive plans, studies, reports and programs to be completed by junior staff. Personally conducts the more difficult and complex plans, studies, reports, and programs including special topics as requested by the Administrator, Board of Commissioners, or the Planning Commission. Directs junior staff on related tasks and personally conducts the more difficult and complex tasks. Makes authoritative recommendations regarding action, presents policy alternatives to guide County and local officials in making decisions regarding community planning and development.
4. Directs the implementation of the Forest Management Plan through coordination with the Forestry Commission, consulting forester and various contractors. Administers harvest and reforestation activities.
5. Administers the County's housing program. Oversees the processing of applications, coordinates with contractors and homeowners, develops and maintains project and program documentation and reporting.
6. Oversees the Capital Program ensuring its alignment with the County's Master Plan and Strategic Plan. Guides and consults with other County personnel to assemble and recommend capital projects to the Board and Planning Commission. Recommends capital projects for the Division.

# MARQUETTE COUNTY

7. Provides for the statutory review of local zoning and plan amendments through junior staff. Evaluates the conclusions reached by staff concerning amendments and makes recommendations concerning their adoption.
8. Leads the research and preparation of grant applications for the Division. Develops and submits grant reports and reimbursement requests in alignment with program guidelines. Consults with other County personnel on grant opportunities.
9. Proposes program budgets and objectives to the Manager in annual budget preparation. Confers with the Manager to prepare annual work programs. Monitors work programs and budgets.
10. Confers with officials from other jurisdictions and serves on various local, regional, and state committees and councils as a representative of the County to coordinate planning activities. Facilitates public-private coalitions, prepares annual work plans and provides oversight for sub-committees and special coalition projects.
11. Serves as the County designated planning agency contact for materials management planning.
12. Frequently meets with developers, business and industry leaders, and citizens, or assists them by phone or through written correspondence, on questions pertaining to planning or governmental issues. Presents to the public via webinars and in-person presentations.
13. Prepares letters of understanding and contracts relative to County resource management functions and administers the same. Reviews and prepares deeds, leases, and easements related to County land interests.
14. Responsible for the use and continued development of technological applications including GIS and mapping systems, data visualization and analysis systems, and internet public interfaces for the Department.
15. Conducts damage assessment activities. Confers with the County Emergency Management Coordinator during emergency events that require damage assessment and cross-organization, local, state, and federal collaboration to provide support with data collection.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.*

## Employment Qualifications

**Education:** Bachelor's Degree in Planning, Geography, Resource Management or a related field.

**Experience:** Minimum of five years of progressively more responsible professional planning experience.

### **Other Requirements:**

- Valid MI Driver's License

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

### **Physical Requirements:**

- Ability to enter and access information using a computer.
- Ability to enter and retrieve information from departmental filing system.
- Ability to walk over a variety of different terrains.

Senior Planner (6.18.25)

# MARQUETTE COUNTY

- Ability to bend, stoop, kneel, and crawl.

*This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the above requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.*

## **Working Conditions:**

- Typically works in office conditions.
- Some field work required: damage assessments, meeting contractors in forest / houses, assessing county owned land / facilities.
- Field work occurs in varying weather conditions.
- Travels throughout the county, region, and state to attend meetings.