

# HARDIN COUNTY PLANNING & DEVELOPMENT COMMISSION

## POSITION DESCRIPTION

POSITION TITLE: Land Use Planner

CHARACTERISTICS: This entry level position is under the direct supervision of the Hardin County Planning and Development Commission and the Director of the Commission. The Land Use Planner must understand and be able to explain the County's development standards to the general public.

MINIMUM REQUIREMENTS: Bachelor's degree with emphasis in geography, land use planning, urban planning, public administration or a related field. Previous internships and/or planning or real estate experience preferred.

EXAMPLES OF DUTIES: The Land Use Planner must be highly detailed and organized, have a desire to work with citizens and possess the ability to explain regulations to applicants so they understand development procedures and successfully complete projects. Responsibilities include taking and processing a variety of applications, preparing public hearing packets, producing maps and graphics to illustrate proposals, perform site visits and develop knowledge of public records maintained by government offices to evaluate development proposals. Requires working with surveyors, engineers, developers, real estate agents, elected officials, government employees, property owners and neighbors of proposals. The planner must review subdivision plats and development plans for compliance with the Development Guidance System Zoning Ordinance and Subdivision Regulations. The planner must be able to interpret flood maps (FIRM) and aerial photographs. Skills needed include written & oral communication, Microsoft Office computer skills, ArcGis mapping. The Planner must attend Planning Commission and Board of Adjustment Public Hearings in the evenings.

The starting salary range for this position is \$30,000 - \$40,000 depending on qualifications.

Please submit resumes with cover letters & references to:

Hardin County Planning & Development  
Director, Adam King, AICP  
150 N. Provident Way, Suite 225  
Elizabethtown, KY 42701  
[acking@hcky.org](mailto:acking@hcky.org)