

PLANNER II

JOB PURPOSE AND SUMMARY

Employees occupying positions are responsible for performing highly skilled professional planning and development work in such areas as land use, zoning, water quality and various other subjects as appropriate.

CLASSIFICATION DISTINCTIONS

This is the journey or fully experienced level in the Planner family series. Incumbents perform the full range of skilled and semi-professional duties under general supervision. Planner II employees train and coach lower level Planners. The next higher level, Planner III is distinguished by responsibility for the most complex or advanced activities and their role as lead person within their area(s) of expertise. Planner III employees may also direct the work of others within the Department that assist with assigned project(s).

This class is distinguished from the Planner I class by the increased responsibility for overall coordination of a basically structural program and/or the planning and implementation of routine to highly complex projects. Incumbents may also be authorized to make departmental commitments within well-defined limits. Work affects a substantial range of county activities; general, but significant activities of public concern; or the operation of other county organizations.

Work is performed with overall objectives set by supervisor and with resources available. Work is reviewed from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or standards of performance.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Manages projects with limited guidance and supervision. Project management can include grant management.
- Interprets and applies complex environmental and planning codes to assigned projects.
- Prepares special studies; conducts assessments; prepares inventories; writes reports, and statistical information necessary for future planning.
- Prepares graphic presentations and comprehensive reports on community characteristics relative to zoning problems.
- Provides guidance and technical expertise to other staff members and furnishes information to employers, and the general public concerning matters within assigned area of responsibility.

- Participates in securing Federal and State grants.
- Prepares and completes reports in response to local, State and Federal requirements.
- Plans special projects; researches, develops, designs and writes proposals; prepares and implements "proposals" and/or "bid" processes.
- Participates in Citizen Task Force and public meetings; participates in defining project goals and objectives, implementing strategies and/or alternatives, and formulation of priorities for development of projects within own area of expertise.
- Acts as "initial contact" in process of negotiating land uses for environmental protection.
- Evaluates program accomplishments against established goals and timetables and makes recommendations based upon evaluation, concerning future plans.
- Responds orally or in writing to inquiries of a routine to highly complex nature concerning land use codes.
- May plan, schedule, and assign work to subordinate Planners, trainees and clerical personnel.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Graduation from a four-year college or university with major course work in planning, architecture or a related field; **AND** ONE (1) year experience in planning in a position comparable to Planner I,

OR

Substituting, on a month-for-month basis, experience related to the duties of the position for the required education.

Knowledge of: planning principles and techniques and the socio-economic implications of planning; applicable Federal, State and local laws, regulations, policies and procedures;

Ability to: analyze, interpret and report research findings; prepare comprehensive reports and conduct staff and public presentations; to interpret administrative guidelines and apply them to the work situation. to express ideas clearly and concisely, both orally and in writing; operate a motor vehicle to personally view key land areas applicable to assigned projects and/or that are

subject to zoning and/or planning issues, and to maintain an effective working relationship with internal and external personnel.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

This is a technical and planning service position and comprises a variety of settings mostly in an office environment. To perform the essential tasks, incumbents must be able to: see, read, communicate in person and over the phone, hand write and perform basic keyboard functions. Must have the mental ability to perform complex mental tasks and to reason and relate overall concepts to specific projects. This position requires incumbents to be available to work a variety of work hours to meet the job requirements which may include working on weekends, evenings and overtime.

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Office use: 6/22/00